

# CITY OF BILLINGS

## CITY OF BILLINGS VISION STATEMENT:

**“THE MAGIC CITY – A DIVERSE, WELCOMING COMMUNITY WHERE PEOPLE PROSPER AND BUSINESS SUCCEEDS.”**

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## SPECIAL MEETING AGENDA

**COUNCIL CHAMBERS**

**October 30, 2017**

**5:30 P.M.**

**CALL TO ORDER:** Mayor Hanel

**PLEDGE OF ALLEGIANCE:** Mayor Hanel

**INVOCATION:** Mayor Hanel

**ROLL CALL:** Councilmembers present on roll call were:

**PUBLIC COMMENT on Agenda Item: 1 ONLY. Speaker sign-in required.** (Comments offered here are limited to one (1) minute. Please sign in at the cart located at the back of the council chambers or at the podium. For Items not on this agenda, public comment will be taken at the end of the meeting.)

### **AGENDA:**

- 1. SELECTION** of finalists for City Administrator position. Staff recommends City Council select applicants as finalists. (Action: approval or disapproval of staff recommendation.)

### **COUNCIL INITIATIVES:**

**PUBLIC COMMENT** on Non-Agenda Items -- Speaker Sign-in required.  
(*Restricted to ONLY items not on this printed agenda; comments limited to three (3) minutes per speaker. Please sign up on the clipboard located at the podium.*)

**ADJOURN:**

*Additional information on any of these items is available in the City Clerk's Office.*

*Reasonable accommodations will be made to enable individuals with disabilities to attend this meeting. Please notify Denise R. Bohlman, City Clerk, at 657-8210.*

**Special Session**

**Meeting Date:** 10/30/2017  
**TITLE:** City Administrator Search  
**PRESENTED BY:** Karla Stanton, Human Resources Director  
**Department:** City Hall Administration  
**Presentation:** No

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**PROBLEM/ISSUE STATEMENT**

Ms. Tina Volek, City Administrator, retired on September 30, 2017. Prior to Ms. Volek's departure, the City Council conducted a Request for Proposal for Executive Search Services for her position. The Mercer Group, Inc., was selected and the City Council began working with James L. Mercer, President/CEO.

On July 10 - 12, 2017, Mr. Mercer met with the City Council, the City Leadership Team, and the Ad Hoc Council Advisory Committee appointed by City Councilmembers to provide input on their views of what characteristics a future Billings City Administrator should possess.

On September 25, 2017, City Council appointed Bruce McCandless as Interim City Administrator.

The City Administrator position was advertised and the first review of applications was conducted on October 6, 2017, with the position remaining open until filled. Mr. Mercer will recommend approximately 5 to 7 candidates on October 30, and the City Council will make the final decision on which and how many candidates will be interviewed.

**ALTERNATIVES ANALYZED**

City Council may:

- Select finalists for the City Administrator position from the group of applicants recommended by Mr. Mercer, or;
- Select candidates who may be outside of the group of applicants recommended by Mr. Mercer, or;
- Continue advertising the position for an extended period of time in order to recruit additional applicants for the position.

**FINANCIAL IMPACT**

There is no financial impact at this time.

**RECOMMENDATION**

Staff recommends that the City Council select applicants as finalists for the City Administrator position.

**APPROVED BY CITY ADMINISTRATOR**

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