

NOTICE OF STUDY SESSION

OF THE

UNIVERSITY CITY CITY COUNCIL

Public Notice is hereby given that a Study Session of the City Council of University City will be held on Monday, June 12, 2017, at 5:00 p.m., at City Hall, fifth floor, 6801 Delmar, University City, MO.

AGENDA

Requested by the Interim City Manager

1. Meeting called to order
2. Any changes to upcoming meeting agenda
3. GovHR Recruiter – Council discussion regarding City Manager Search
4. Adjournment

This meeting is OPEN to the public.

Dated this 9th day of June, 2017

LaRette Reese
Interim City Clerk



To: University City Mayor and City Council
City Management Team
Community Stakeholders

From: Lee Szymborski, Senior Vice President, GovHR USA

Date: June 6, 2017

Subject: Developing a profile for the next City Manager

Thank you for the opportunity to assist in your search for a new City Manager. The search process will be an exciting time for University City's City officials and leaders because the opportunity to select an organization's Chief Administrative Officer does not come around too often. Thus, identifying the key attributes of the ideal candidate is an important first step in shaping the future of the organization.

First, a quick introduction: Our firm, GovHR USA, is a public management consulting firm serving municipal clients and other public sector entities on a national basis. We work exclusively in the public sector, offering customized executive recruitment services, management studies and other services for communities. I have been with the firm since 2014, and have conducted more than 40 executive searches for communities in Illinois, Wisconsin, Missouri and Massachusetts, as well as non-profit agencies. Prior to joining the firm I was a City Administrator, and worked for several Wisconsin and Illinois municipalities for more than 33 years. Our firm's St. Louis area clients have recently included the cities of Ferguson, Kirkwood and Maryland Heights.

As you know from Charles Adams, I am scheduled to meet with the Mayor and City Council on Monday June 12th, and City staff on Tuesday June 13, 2017. I will also be meeting with elected officials and other community stakeholders the evening of Tuesday June 13th. Ahead of those meeting, I am hoping to stimulate your thinking about the ideal candidate's traits and background, and to ask you about the organizational and community issues we want to highlight to potential candidates. We'll cover these questions in our meeting, but if you have some time to think about the contents of this memo, when we meet we'll be that much further ahead. The input I'll gather from the questions posed here, and in our meeting, will serve as the basis for the recruitment profile.

Again, if you have some time before we meet, please consider the following questions, jot down some notes and we'll discuss them when we meet in person. I am looking more for impressions, thoughts and ideas from which I will organize into a profile after we meet in person. In other words, I'm looking for bullet-point impressions and reactions; it'll be my job to take those ideas and thoughts and put them into a rounded-out profile.

1. What type of educational background and work experience do you prefer from candidates? We'll look to match those preferences with what's in the job description and City Code. What I learn through the interviews may serve as a basis for a recommended tweak to those documents.

2. What skills should the next City Manager possess? Most candidates will likely be generalists, yet they may also have developed particular areas of expertise, depending on their previous employer(s). For example, when thinking about the upcoming issues and challenges for the City, do you want a candidate to have experiences and skills in the areas of economic development or planning? Do you prefer someone's strengths to be in finance, or perhaps human resources? Do you want someone to have experience as a City Manager, or are you open to considering an Assistant Manager, or perhaps department head experience, from a larger community?
3. What type of management style do you seek from your next City Manager? Do you seek someone with strong communication skills? Is the organization in a state of change? Do you expect a lot of interaction not only among elected officials and staff, but also with external stakeholders such as the business community, intergovernmental representatives and community groups? What kind of organizational leader are you seeking?
4. Do you want the candidate to be technologically savvy? Should the candidate have experience in strategic planning? Should he or she possess strong financial management and financial forecasting skills? What other skills and experiences do you hope the next City Manager to bring to the organization?
5. What are the ideal personal qualities and traits you desire the next City Manager to possess?
6. The brochure will describe the City's governmental structure, the organization and the community's challenges and aspirations. It will highlight some of the upcoming short term (one year) and long-term (two – five years) challenges, issues and opportunities that the City Council will expect their next City Manager to tackle. Such issues may include those that are internally or organizationally focused, as well as external, or community issues. Accordingly, what are some of those challenges and opportunities that may face the next City Manager? In the brochure we'll talk about those issues so as to give candidates a solid picture of the organization and community.

In summary, let me know your thoughts about:

- What background, skills and attributes should the ideal candidate possess?
- What internal, organizational issues and challenges can the new City Manager expect to undertake in the next year and in the long term (two – five years)?
- What community issues and challenges, in the short and long term, does the City Council anticipate their next City Manager to address?

Thanks, and I very much look forward to working with you.

Respectfully, Lee Szymborski