



City Council Agenda

Special Meeting

Wednesday, December 21, 2011
7:00 PM

Bell Community Center
6250 Pine Avenue

Ali Saleh
Mayor

Danny Harber
Vice Mayor

Violeta Alvarez
Council Member

Ana Maria Quintana
Council Member

Nestor E. Valencia
Council Member

Welcome to the City Council Meeting

The Bell City Council and staff welcomes you. This is your City Government. Individual participation is a basic part of American Democracy and all Bell residents are encouraged to attend meetings of the City Council.

Regularly City Council meetings are held the second and fourth Wednesday of the month at 7:00 p.m., Bell Council Chambers, 6330 Pine Avenue. For more information, you may call City Hall during regular business hours 8:00 a.m. to 4:00 p.m., Monday through Friday at (323) 588-6211 Extension 217.

City Council Organization

There are five City Council members, one of whom serves as Mayor and is the presiding officer of the City Council. These are your elected representatives who act as a Board of Directors for the City of Bell. City Council members are like you, concerned residents of the community who provide guidance in the operation of your City.

Addressing the City Council

If you wish to speak to the City Council on any item which is listed or not listed on the City Council Agenda, please complete a *Request to Speak Card* available in the back of the City Council Chambers. Please submit the completed card to the City Clerk prior to the meeting.

The Mayor will call you to the microphone at the appropriate time if you have filled out a *Request to Speak Card*. At that time, please approach the podium, clearly state your name and address, and proceed to make your comments.

Compliance with Americans with Disabilities Act

The City of Bell, in complying with the Americans with Disabilities Act (ADA), request individuals who require special accommodation(s) to access, attend, and or participate in a City meeting due to disability. Please contact the City Clerk's Office, (323) 588-6211, Ext. 217, at least one business day prior to the scheduled meeting to insure that we may assist you.

*Special Meeting of
Bell City Council*

*December 21, 2011
7:00 PM*

*Bell Community Center
6250 Pine Avenue*

I. Call to Order

- 1.01 Pledge of Allegiance to the Flag.
- 1.02 Roll call of City Council in their capacities as Councilmembers.

Ms. Alvarez _____
Ms. Quintana _____
Mr. Harber _____
Mr. Valencia _____
Mr. Saleh _____

II. Communications From The Public

This is the time for members of the public to address the City Council, Community Redevelopment Agency, the Community Housing Authority, the Public Finance Authority and the Bell Solid Waste Authority on items that are listed on the open session agenda.

State law prohibits the Council and/or its related authorities and agencies from taking any action on a matter not on this Agenda. Any matter may be referred to the Interim Chief Administrative Officer to submit a report to the Council and/or its related authorities and agencies at the next meeting.

Persons wishing to address the Council and/or its related authorities and agencies during "Communications from the Public" must submit a request on the "blue form" provided by the City Clerk; these requests may be submitted at any time before the beginning of Communications from the Public; provided, however, that requests must be submitted prior to the beginning of the first speaker's remarks.

III. Council Business

The following items have no legal publication requirements. Pursuant to the Ralph M. Brown Act, public comments may be received on these items prior to the time action is taken by the City Council.

- 3.01 Discussion Regarding CAO Recruitment Process.

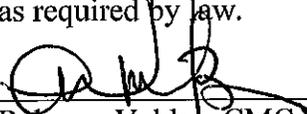
1-3

Recommendation: Provide direction to Peckham & McKenney regarding the CAO recruitment process.

IV. Adjournment

Regular Meeting, Wednesday, January 11, 2011 at 6:00 P.M.

I, Rebecca Valdez, City Clerk of the City of Bell, certify that a true, accurate copy of the foregoing agenda was posted on December 20, 2011 Twenty-four (24) hours prior to the meeting as required by law.



Rebecca Valdez, CMC
City Clerk



December 20, 2011

Mayor Ali Saleh
and Members of the City Council
City of Bell
6330 Pine Avenue
Bell, CA 94403-1388

Dear Mayor Saleh and Council Members:

I was delighted to hear that the Council had selected *Peckham & McKenney* to assist the City in the recruitment of the Chief Administrative Officer as well as potential future searches for key management staff. In my presentation, I suggested that we hold an initial "strategy meeting" in order to discuss the recruitment process, plan, and timeline. This is to ensure that we are all on the same page and have a clear understanding of how we will move forward as a team on the CAO recruitment.

We are scheduled to meet on Wednesday, December 21, for this strategy meeting, and I've prepared the attached agenda as well as a suggested recruitment timeline. As you will see, we'll be discussing details of the recruitment process. In preparation of our meeting, you may want to give some consideration to the following.

- To what extent would you like to involve the community and staff in the recruitment? Involvement from these groups is typically included in the development of the Candidate Profile and may be included in the finalist interview process as well.
- What vision do you have for the finalist interview process? When the leading 2 to 3 finalists have been identified by the Council, what steps would you like to take in order to ensure that you select the best fit?
- What concerns/questions do you have regarding the recruitment process?

Again, thank you for providing me the opportunity to work with you. I look forward to a successful search.

Sincerely,

Bobbi C. Peckham

cc: Arne Croce
Attachments

Agenda
CAO Recruitment Strategy Meeting with Peckham & McKenney
December 21, 2011

- 1) Presentation by Bobbi -- Summary of standard recruitment process**
- 2) Breakdown of Key steps in recruitment process and proposed timeline for consideration by Council**
 - a) Development of Candidate Profile
 - City Council Input
 - ✓ Determination of salary/benefits
 - ✓ Draft of Employment Agreement
 - Staff Input
 - Community Input
 - b) Development of Marketing Brochure & Advertisements
 - City logo design
 - Brochure design
 - Placement of advertisements; posting of position on City web site
 - Announcement of opportunity at League City Manager's Dept. Meeting
 - c) Outreach/Recruitment
 - d) Review and Screening of Resumes
 - e) Supplemental Questionnaire
 - f) Preliminary Interviews/First Tier Reference Checks
 - g) Recommendation of Candidates to Council & Selection of Finalist Candidates
 - h) Finalist Interview Process
 - Interviews with City Council
 - Extent of participation by Community Panel(s) and staff
 - Selection of leading 2-3 candidates for further consideration
 - Second Tier Reference Checks & Background Investigations
 - i) Secondary Interview Process -- Options for consideration
 - Roundtable interview/discussion format
 - Informal Dinner or Reception
 - Public Reception/Public Input
 - Site Visit to Finalist's Community
 - j) Negotiation of Employment Agreement

3) City Council Questions/Concerns regarding Recruitment Process

PROPOSED RECRUITMENT SCHEDULE

- I. Project Organization** **12/21 – 01/31**
- Strategy Meeting with City Council to review recruitment process/schedule
 - Development of Candidate Profile with Council, Community, & Staff
 - Development of Marketing Brochure
 - Placement of advertisements; posting of position on City web site
- II. Recruitment** **02/01 – 03/02**
- Announcement of opportunity at League City Manager's Department Meeting
 - Advertise, network, and electronically post in appropriate venues
 - Identify/recruit individuals within the parameters of the Candidate Profile
 - Respond to all inquiries and acknowledge all resumes received
- III. Preliminary Interviews/Recommendation** **03/05 – 03/23**
- Review candidates' resumes and supplemental questionnaires
 - Conduct preliminary interviews with leading candidates
 - Conduct first-tier reference checks
 - Present written recommendation of finalists to City Council
 - Notify all candidates of search status
- IV. Final Interviews/Selection** **03/26 – 04/13**
- Design process and facilitate finalist interviews with City
 - Selection of leading 2-3 candidates for further consideration
 - Second Tier Reference Checks & Background Investigations
 - Secondary Interview Process
- V. Qualification** **04/16 – 04/27**
- Council conducts site visit to community of selected candidate
 - Negotiation of Employment Agreement
- VI. Anticipated Start Date** **June 4, 2012**