

**STUDY SESSION OF THE  
WEST HOLLYWOOD CITY COUNCIL**

**MINUTES**

**FOR THE PURPOSE OF DISCUSSION AND  
COMMUNITY INPUT ON THE RECRUITMENT  
OF A CITY MANAGER**

**MONDAY, NOVEMBER 29, 1999  
WEST HOLLYWOOD PARK**

**CALL TO ORDER:** Mayor Heilman called the meeting to order at 6:10 P.M.

**ROLL CALL:**

**PRESENT:** Councilmembers Guarriello, Koretz, Martin, Prang and Mayor Heilman.

**ABSENT:** None.

**ALSO PRESENT:** City Attorney Jenkins, Interim City Manager Arevalo, City Clerk Thompson and Assistant City Clerk Bell.

**APPROVAL OF AGENDA:** Approve the Monday, November 29, 1999 agenda as presented. **By a consensus of the City Council.**

**RECRUITMENT/STATUS REPORT FROM STAFF:**

Helen Goss, Manager of PIO/CATV, provided background information as outlined in the staff report dated November 29, 1999 and introduced the consultants.

**REPORT FROM CONSULTANT DMG/MAXIMUS:**

Norman Roberts, Vice President of DMG-Maximus provided a brief history of the company and he outlined the recruitment profile.

**PUBLIC COMMENT:**

JOHN PAUL DRAYER, WEST HOLLYWOOD, asked whether the new City Manager will be required to live in the City and whether the person will be required to have a sense of community consensus and understanding of the City.

BRUCE TRAUB, WEST HOLLYWOOD, commented that the prospective candidate should know about unions. He also commented on internal recruitment due to the very high learning curve for someone new and he suggested some changes in verbiage of specific sections of the draft document profile.

JEANNE DOBRIN, WEST HOLLYWOOD, commented on sexual harassment, strict adherence to the Brown Act and an internal recruitment.

LIZ BAR EL, SHERMAN OAKS, commented on labor programs and she commented on the bargaining unions have some input on the final selection.

**COUNCILMEMBER DISCUSSION:**

Mayor Heilman stated that working with unions should be added to the draft profile.

Councilmember Guarriello stated his support for internal recruitment.

Mr. Roberts commented that there will be a supplemental questionnaire for each candidate which addresses some of the key issues. He also commented that the announcements are in professional publications.

Councilmember Martin requested that an advertisement be placed with West Hollywood Employment Service and Training.

Mayor Heilman stated that the committee will continue to work with the consultants and he suggested the following changes:

- ❖ Incorporate language regarding working closely with unions
- ❖ One of the challenges of strengthening Human Resources activities including sexual harassment training
- ❖ Change the language from developing Santa Monica Boulevard to implementing.
- ❖ Omit or revise the language regarding the Sunset Millennium Project.

Councilmember Martin commented on the philosophical ideas of the City Council pertaining to what they want in a City Manager.


Mr. Roberts commented that the City Council will be given a complete list of candidates.

**ADJOURNMENT:** The City Council adjourned at 6:36 P.M. to their Regular Meeting at 7:00 P.M. at West Hollywood Park, 647 N. San Vicente Blvd.

APPROVED BY A MOTION OF THE WEST HOLLYWOOD CITY COUNCIL THIS 20<sup>th</sup> DAY OF DECEMBER, 1999.

  
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MAYOR

ATTEST:

  
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CITY CLERK