

050157

GAINESVILLE CITY MANAGER FINALIST INTERVIEWS

MASTER SCHEDULE

	Duncan Ballantyne	Betty Baker	Russ Blackburn	Tom Brymer	Larry Deetjen	Barbara Lipscomb	Michael Wright
28-Jul-05							
Meeting with Commission as a Whole	8:00 - 9:50	8:50 - 9:40	9:40 - 10:30	10:30 - 11:20	11:20 - 12:10	1:10 - 2:00	2:00 - 2:50
Meeting with Charter Officers	8:50 - 9:40	9:40 - 10:30	10:30 - 11:20	11:20 - 12:10	1:10 - 2:00	2:00 - 2:50	8:00 - 9:50
Meeting with Dept Heads	9:40 - 10:30	10:30 - 11:20	11:20 - 12:10	1:10 - 2:00	2:00 - 2:50	8:00 - 9:50	8:50 - 9:40
Tour	3:00 - 5:00	3:00 - 5:00	3:00 - 5:00	3:00 - 5:00	3:00 - 5:00	3:00 - 5:00	3:00 - 5:00
Lunch	12:10 - 1:10	12:10 - 1:10	12:10 - 1:10	12:10 - 1:10	12:10 - 1:10	12:10 - 1:10	12:10 - 1:10
Social Event	5:30 - 7:00	5:30 - 7:00	5:30 - 7:00	5:30 - 7:00	5:30 - 7:00	5:30 - 7:00	5:30 - 7:00
29-Jul-05							
Ind. Meeting - Mayor Hanrahan	Duncan Ballantyne 8:00 - 8:45	Betty Baker 8:45 - 9:30	Russ Blackburn 9:30 - 10:15	Tom Brymer 10:15 - 11:00	Larry Deetjen 11:00 - 11:45	Barbara Lipscomb 1:00 - 1:45	Michael Wright 1:45 - 2:30
Ind. Meeting - Commissioner Braddy	8:45 - 9:30	9:30 - 10:15	10:15 - 11:00	11:00 - 11:45	1:00 - 1:45	1:45 - 2:30	8:00 - 8:45
Ind. Meeting - Commissioner Bryant	9:30 - 10:15	10:15 - 11:00	11:00 - 11:45	1:00 - 1:45	1:45 - 2:30	8:00 - 8:45	8:45 - 9:30
Ind. Meeting - Commissioner Chestnut	10:15 - 11:00	11:00 - 11:45	1:00 - 1:45	1:45 - 2:30	8:00 - 8:45	8:45 - 9:30	9:30 - 10:15
Ind. Meeting - Commissioner Donovan	11:00 - 11:45	1:00 - 1:45	1:45 - 2:30	8:00 - 8:45	8:45 - 9:30	9:30 - 10:15	10:15 - 11:00
Ind. Meeting - Commissioner Lowe	1:00 - 1:45	1:45 - 2:30	8:00 - 8:45	8:45 - 9:30	9:30 - 10:15	10:15 - 11:00	11:00 - 11:45
Ind. Meeting - Commissioner Nielsen	1:45 - 2:30	8:00 - 8:45	8:45 - 9:30	9:30 - 10:15	10:15 - 11:00	11:00 - 11:45	1:00 - 1:45
Lunch	12:00 - 1:00		12:00 - 1:00	12:00 - 1:00	12:00 - 1:00	12:00 - 1:00	12:00 - 1:00

Jul 29: Special, Noticed Commission Meeting to Deliberate and Select the New City Manager 3:00 p. m.

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GAINESVILLE CITY MANAGER SEARCH

PROPOSED PROCEDURES FOR DELIBERATION/SELECTION PROCESS

Purpose: The purpose of the proposed procedures is to provide a means for the City Commission to discuss finalists and make their selection of the top two finalists in a manner that is equitable, psychometrically sound, adheres to Florida's open meeting requirements, and maintains appropriate decorum. The goal is to select the top finalist, with whom the City will begin negotiating an employment agreement, and a second choice, with whom the City will negotiate if unable to reach a satisfactory agreement with the first selection.

Prior Preparations: Prior to the meeting on Friday, the Commission Clerk will prepare 70 copies of a ballot that lists the names of the finalists in a format that facilitates the Mayor and Commissions marking their preferences, and which has a space for the Mayor or Commissioner to enter his/her name.

Meeting Procedures: The procedures below will be followed during the meeting.

1. Each member of the Commission will be invited to share observations about and/or impressions of the finalists. (Optional)
2. Each member of the Commission will mark a ballot, indicating his/her first choice with a "1" and second choice with a "2."
3. Ballots will be turned in to the Commission Clerk, who will read aloud the results from each ballot and will tally and announce the outcome of the tally.
4. If in Step 3, one finalist receives 4 or more first place votes, he/she will be designated the top choice and a motion will be entertained to make that finalist the top choice and authorize the Mayor (or whomever the Commission wishes) to immediately begin contract discussions with him/her. [The vote on this motion provides the opportunity for a unanimous decision.]
5. If in Step 3, no finalist receives 4 or more first place votes, each member of the Commission will be invited to share his/her rationale for having made his/her ballot choices.
6. Steps 2-5 will be repeated for a second ballot and subsequent ballots, if necessary.
7. Once a first choice has been decided, balloting will begin for the second choice following the same basic procedures as were used in making the first choice, except that each member of the Commission will mark only one choice instead of two and the finalist who was selected as the first choice is no longer under consideration as a second choice.

8. Steps 2, 3, and 5 will be repeated until one finalist receives 4 or more votes. At that time, a motion will be entertained to make that finalist the second choice and authorize the Mayor (or whomever the Commission wishes) to enter into contract discussions with him/her, in the event that a contract agreement cannot be reached with the first choice. [The vote on this motion provides the opportunity for a unanimous decision.]
9. The Search Consultant will announce the results to the finalists and will ask the first choice to enter the Commission chambers and address the Commission. [I always advise finalists that, under Florida law, they have every right to be in the Commission chambers during the deliberations. However, no candidate has ever exercised that option in place of waiting in a conference room.]
10. At the conclusion of the meeting, the Mayor (or whomever the Commission wishes) will meet with the selected finalists to initiate discussion that will ultimately culminate in an employment agreement. [The City should set some reasonable deadline (perhaps noon on Wednesday, August 3) for reaching an agreement.]
11. In the event that an agreement cannot be reached with the first choice, the second choice will be contacted and discussions initiated with him/her.

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SOME ASSORTED SUGGESTIONS

- An approach to the interviews by the Commission as a whole that seems to work very well is as follows.
 - The candidate is welcomed and given an opportunity to take about five minutes to tell a little about himself/herself.
 - The Commission members take turns, asking one question per turn, and this continues until there about 5 minutes remaining.
 - The candidate is given about 5 minutes for a closing statement.
- Due to the round-robin nature of the schedule for one-on-one interviews on day 2, it is important that each interviewee adhere to the ending time for each interview.
- The social event works best when it is very informal. It is very uncomfortable for candidates if candidates are introduced to the audience as a whole, because it tends to transform a comfortable social event into something akin to a "beauty contest."
- Please review the last section of the Interview Guide, relating to illegal questions, and consult the City Attorney if you have any questions.
- [Unfortunately, Commissioner Wiggs had to withdraw from the process.]

