

MINUTES
WEST HOLLYWOOD CITY COUNCIL

April 8, 1985

CALL TO ORDER: The meeting was called to order at 6:39 P.M. by Mayor Pro-tem Heilman in the Multi-purpose Room at Plummer Park.

ROLL CALL: Present: Albert, Viterbi, Mayor Pro-tem Heilman
Absent: Schulte, Mayor Terrigno
Also Present: City Manager Bien

The record to show that Councilmember Schulte and Mayor Terrigno were out of the city as scheduled.

Mayor Pro-tem Heilman announced that the meeting, scheduled as a study session on Goals, had been changed to a study session on City Manager Skills.

After discussion between the Councilmembers and the City Manager the following City Manager evaluation sheet was agreed to by consensus of the Council.

CITY MANAGER EVALUATION:

EXPERIENCE: Financial Planning
Urban Planning
Public relations
Redevelopment
Rent control
Social Services
Contracting
Public Safety/Law enforcement
Information management (Computer)
Organizational management skills
Knowledge of pertinent law

ORGANIZATIONAL MANAGEMENT: Responsibility (Deciding what people are supposed to do).
Authority (what kind and where from).
Relationship to others (individuals and departments).
Ability to meld traditional systems with innovations.

BACKGROUND: Education/training
Positions held
Organizational affiliations/networking
Length of time in each position.
Where they have worked

INTERPERSONAL SKILLS: Ability to relate to a wide variety of people.
Enthusiasm
Creativity/Innovation
Articulation
Manner of Presentation
Dress/Poise
Objectivity
Ability to motivate people
Conceptual skills
Self confidence
Ability to mediate differences
Interpersonal skills
Problem solving
Strong staff leader that can take direction from Council.
Flexibility

CITY MANAGER
EVALUATION: (Cont'd.)
JOB SKILLS:

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Ability to delegate authority yet retain control
Ability to supervise without being dogmatic/being flexible
Ability to coordinate a variety of activities and avoid duplication
Setting deadlines and meeting them
Ability to facilitate citizen participation
Ability to set up a management system
Initiative to present options yet willing to accede to Council (make firm recommendations)
Ability to provide and take direction to/from Council
Ability to motivate staff to set objective and achieve them after Council has set goals.

The City Manager announced that he would be asking for statements from the Councilmembers as to what they would propose as benefits.

ADJOURNMENT:

The meeting was adjourned at 7:38 P.M. to a closed session on April 10, 1985 at 6:00 P.M., at Engleberts, 8267 Santa Monica Blvd.