



To: City Councilors  
CC: Interim City Manager Mark Achen  
From: City Clerk Gail Davidson  
Date: June 9, 2016  
Re: Agendas for Week of June 13 - 15

Councilors:

The agenda for the week of the new City Manager interviews looks somewhat confusing. Here is an explanation of the process. The goal is to be as transparent as possible in Council actions but still protect an employee or future employee's right to privacy and confidentiality.

If a majority (three or more) of City Councilors will be attending a meeting or function at which discussion could occur that may involve future action by Council, then that constitutes a meeting and must be posted according to Colorado Open Meetings or Sunshine Law. Hence, when Council meets next week in open session, I have scheduled that as a Work Session meeting of Council. No formal action can be taken at a Work Session meeting. These include the following: the Monday, 6:30pm, June 13<sup>th</sup> dinner at Blackstock Bistro; the candidate's meeting with the Community Member Panelists at 2:30pm on Tuesday, June 14<sup>th</sup> at the Holiday Inn Express Conference Room; and the candidate's public reception meeting at 6:30pm on Tuesday, June 14<sup>th</sup> in the City Council Chambers.

If Council is going to privately discuss personnel issues, as defined in the Open Meetings Statutes, in this case the attributes of the City Manager finalists, this must take place in an Executive Session during a Special Session meeting. The Mayor can call a Special Session in writing to the City Clerk, and the Executive Session is listed as an agenda item in that written request. Two Special Session meetings to hold Executive Sessions were set for: 4:35pm, Tuesday June 14<sup>th</sup>, for Council to discuss the finalists with the Community Member Panelists; and then for 8:30am, Wednesday, June 15<sup>th</sup>, for City Council to interview each finalist individually, followed by discussion of the finalists with the SGR Recruiting Representative, and then Council coming to consensus on the City Manager finalist. No formal action can occur during an Executive Session. After closure of the Executive Session, Council will return to the open public Special Session meeting and direct the City Attorney to enter into contract negotiations with the unnamed finalist. Formal selection action on the finalist and approval of the negotiated employment contract will take place at an open public meeting, probably at the Tuesday, June 28<sup>th</sup> Regular Session Council meeting.

Please let me know if you have any questions regarding this process.

Thank you,  
Gail