

**City of Phoenix
Special City Council Meeting
Public Works Office
1000 S. "B" Street
Monday, May 9, 2016**

CALL TO ORDER

Mayor Jeff Bellah called the Special Meeting of the City Council to order on Monday, May 9, 2016 at 6:30 p.m. in the Public Works Office.

ROLL CALL

PRESENT: Bruce Sophie, Carolyn Bartell, Stan Bartell, Chris Luz, Jeff Bellah

ABSENT: Terry Helfrich

Staff Present: Matt Brinkley, Planning Director
Janette Boothe, Assistant Finance Director/City Recorder

DECISION ON INTERIM CITY MANAGER:

Mayor Bellah noted he and Bruce met with each of the department heads last week. He further noted that they are recommending Matt Brinkley be the Interim City Manager. Continued discussion followed as Mayor Bellah addressed concerns regarding the functions Mr. Brinkley will be performing as a fill in for the PHURA Executive Director for the time being as well. Mayor Bellah mentioned many of the duties as Interim City Manager would be the same; however, hiring and firing would be in conjunction with Council approval. Additionally, he commented that Mr. Brinkley filling in as Interim City Manager takes a lot of pressure off the Council, allowing for an appropriate amount of time to permanently fill the position of City Manager.

Councilor S. Bartell inquired whether Mr. Brinkley is comfortable with the figure suggested as his salary in the Addendum to his contract as Interim City Manager. Mr. Brinkley confirmed that this amount was mutually agreed upon.

Councilor C. Bartell expressed her excitement regarding his willingness to step up. She added that she hopes he receives the assistance needed to fulfill this position successfully, as he has many current duties that would require attention. Mr. Brinkley spoke about stepping up Steffen Roennfeldt, the Assistant Planner, and hiring an additional planning assistant, noting that it would be a temporary part-time position for now.

Additionally, he noted the Mr. Roennfeldt will be the new MPO representative for Phoenix.

Councilor Luz inquired whether Mr. Brinkley knew how long it would take to decide whether he would like to be in the permanent position of City Manager. Mr. Brinkley expressed that he felt it would take him approximately six months to determine whether it was a good fit.

Mayor Bellah mentioned additional training should Mr. Brinkley feel the need to seek out any additional knowledge in a City Manager related area. Mr. Brinkley noted he would try to put together a transition plan as soon as possible. **MOVED BY SOPHIE, SECONDED BY S. BARTELL, TO APPOINT MATT BRINKLEY AS THE INTERIM CITY MANAGER, EFFECTIVE IMMEDIATELY.** There was no further discussion.

ROLL CALL VOTE AS FOLLOWS:
Ayes: Sophie, C. Bartell, S. Bartell, and Luz
MOTION APPROVED WITH FOUR AYES

DECISION ON INTERIM FINANCE DIRECTOR:
Mayor Bellah noted he is recommending Janette Boothe as the Interim Finance Director, once Mr. Weber leaves his position with the City. He added that this is an opportunity for Mrs. Boothe to demonstrate her abilities and possibly be the permanent Finance Director. He reviewed the suggested salary noted in the addendum to the Assistant Finance Director/City Recorder contract. Council thanked Mrs. Boothe for stepping up and congratulated her acceptance of the new position. Continued discussion followed. **MOVED BY LUZ, SECONDED BY S. BARTELL, TO APPOINT JANETTE BOOTHE AS INTERIM FINANCE DIRECTOR.** There was no further discussion.

ROLL CALL VOTE AS FOLLOWS:
Ayes: Sophie, C. Bartell, S. Bartell, and Luz
MOTION APPROVED WITH FOUR AYES

DISCUSSION OF RECRUITMENT PRIORITIES AND METHODS:
Mayor Bellah began the discussion noting he would like the City to keep the lead position at Public Works. He and Mr. Brinkley spoke about how much Matias Mendez has really stepped up and shown a great attitude with knowledge necessary to effectively lead staff. Discussion followed regarding the attributes the City is seeking in a Public Works supervisor. Councilor Sophie requested Mr. Brinkley appeal to Bob Britton for his opinion on the job description for this position.

Mr. Brinkley distributed a copy of a job description he found when researching for one that would best fit the City's needs. Continued discussion followed regarding the title and nature of the duties Council is seeking. Council's consensus was hiring a Public Works supervisor is top priority. As discussion continued, Mayor Bellah spoke about reviewing the action log Mr. Dahl prepared to give guidelines to Mr. Brinkley concerning the priorities of the Council.

The meeting adjourned at 7:50 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Janette Boothe". The signature is fluid and cursive, with the first name "Janette" and last name "Boothe" clearly distinguishable.

Janette Boothe

Assistant Finance Director/City Recorder