



CITY COUNCIL ACTION REPORT

May 3, 2012

TO: The Honorable Mayor and City Council

FROM: John Szerlag, City Manager
Peggy E. Sears, Human Resources Director
Susan A. Leirstein, Purchasing Director

SUBJECT: Process to Evaluate Proposals of Search Firms to Conduct Executive Search for City Manager

Background

At a special meeting held Tuesday, May 1, 2012, City Council passed a resolution which authorizes City Administration to solicit proposals from seven (7) consultants to conduct an executive search for City Manager (Resolution #2012-05-084). The proposals from the prospective consultants are due back to the City by Monday, May 14th, 2012. In evaluating proposals for the best qualified consultant, it is the City's normal practice to have a panel (or in this case the individual City Council members) independently rate each proposal using a pre-approved evaluation form. Attached to this memo is the proposed evaluation form, which closely resembles the evaluation form used in the last recruitment process. City Council has the ability and opportunity to make changes to the evaluation form, including but not limited to making changes in the point values. If substantial changes are anticipated, then City Council may find that a study session discussion will facilitate the process. As such, this item appears as a regular business item and also as a potential study item, where discussion would occur in the Council Board Room, and once consensus is achieved, it would formally be presented for approval on the May 14, 2012 Regular City Council agenda.

Once the evaluation form is approved, then each City Council member will independently use the weighted evaluation form to score each of the proposals. The scores of all Council members will be averaged into one score for each consultant for this phase of the process. If necessary, the top rated consultants will be invited to participate in an interview with all City Council members, in accordance with all applicable laws including the Open Meetings Act. City Council is the governing body who will make the decision as to the selection of the most qualified consultant.

Recommendation

City management recommends approval of the standard evaluation process to select the most qualified consultant to act in the City's best interest while conducting the executive search to fill the vacancy of City Manager.

Reviewed and approved by:

Lori Grigg Bluhm, City Attorney

