



## CITY COUNCIL ACTION REPORT

May 10, 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 14<sup>th</sup>, 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 amended evaluation form, as discussed by City Council at the Study Session held Monday, May 7<sup>th</sup>, 2012. City Council requested changes to the point values and modified the evaluation criterion under Experience and Qualifications.

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 completed forms need to be returned to the Purchasing office by Monday, May 21<sup>st</sup>, 2012. 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:

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Lori Grigg Bluhm, City Attorney

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EVALUATION FORM  
EXECUTIVE SEARCH  
POSITION OF CITY MANAGER

FINAL SCORING SHEET

VENDOR	A	B	C
NAME:			
ADDRESS:			
CITY/STATE/ZIP:			
PHONE/FAX:			

EVALUATION CRITERIA	Point Value	INFORMATION	1-10 SCORE	INFORMATION	1-10 SCORE	INFORMATION	1-10 SCORE
<b><u>ABILITY TO MEET OBJECTIVES:</u></b> - Timeline - Position Analysis - Recruitment Process - Resume Review - Candidate Screening - Background Investigation - Interview Process - Negotiation & Follow-Up	23						
<b><u>EXPERIENCE / QUALIFICATIONS:</u></b> - Conducting Private as well as Military, or Public Sector Executive Searches - Recent successes in recruitment & placement of top executives	19						
<b><u>PERSONNEL ASSIGNED:</u></b> - Experience - Involvement - Use of Subcontractors	19						
<b><u>SAMPLE DOCUMENTS:</u></b> - Position Profile - Marketing Campaign - Completeness	19						
<b><u>INTERVIEW</u></b> - (Optional)	10						
<b><u>COST TO COMPLETE PROJECT</u></b>	10						
	100						
	<b>TOTALS:</b>						

Maximun Score = 100