



SPECIAL MEETING AGENDA
February 6, 2006 at 5:30 PM
Council Board Room of Troy City Hall
500 W. Big Beaver
Troy, Michigan 48084
(248) 524-3316

CALL TO ORDER

ROLL CALL

Mayor Louise Schilling
Robin Beltramini
Cristina Broomfield
Wade Fleming

Martin F. Howrylak
Dave Lambert
Jeanne M. Stine

-
- 1) Discussion with The Mercer Group, Inc. Regarding
Profile of City Manager Position

BREAK

PUBLIC COMMENT

ADJOURN

Respectfully submitted,

John Szerlag, City Manager



The Mercer Group, Inc.

Consultants to Management

4520 W. 14th Street Drive
Greeley, CO 80634
970-378-1781
FAX 970-378-1831
tomdority@comcast.net

January 30, 2006

Mayor Louise Schilling
Members of City Council
City of Troy
500 W. Big Beaver
Troy, MI 48084

Dear Mayor Schilling & Members of Council:

We look forward to meeting you on Monday evening, February 6, and beginning the search process for the City Manager. During that meeting, we can review the search process and timeline and answer any questions you may have. We can also learn from you collectively the information we will need to prepare the Position Profile.

Position Profile

We will plan to conduct other research for the Position Profile on Tuesday and Wednesday at City Hall. The Profile will document the selection criteria in order to anchor the search for all of us. It also becomes our recruiting brochure. We will arrange with Mary Redden for short individual interviews with department heads and key staff members. We will also gather basic documents about the City of Troy and the community during this time.

We typically schedule individual interviews also with Councilmembers. This allows each Council and staff member to concentrate on the qualifications and characteristics of the ideal candidate and upon the issues the new City Manager will face immediately. Individual interviews take about 30-45 minutes. However, since you have scheduled time Monday evening, it may be most convenient for you to talk with us together about the Profile. If you wish to make some notes to leave with us, or if you wish to take time for an individual interview, that could certainly be arranged. The attached Profile questionnaire will familiarize you with our questions. It can also be the agenda for a discussion with all of you Monday evening.

Advertisement Deadline

Following this research, we will immediately prepare the brief job announcement that will be placed in a variety of professional sources. The deadline for the next issue of the ICMA Newsletter, a crucial semi-monthly advertising source, is February 9, so it would be beneficial to have your prompt review of the draft. You may want to appoint one or more members to review and authorize the advertisement on Thursday. Next, we would prepare a draft of the Position Profile for your approval. Within about two weeks after we return from Troy, we will provide the draft for your critical review, make corrections and additions, then publish the final Profile.

Sue and I look forward to beginning this interesting process with you. It will be our pleasure to learn more about Troy and to find excellent City Manager candidates. We will be available by phone (970-378-1781) in this office until Tuesday morning, January 31, when we leave for other business in Michigan. While there, we can pick up calls to the office or respond to our cell-phone: 970-590-2322 for any questions regarding the search process.

Sincerely,
THE MERCER GROUP, INC.

Tom Dority

Thomas C. Dority
Senior Vice President

Sue Dority

Susan Gapter-Dority
Vice President

CITY OF TROY
City Manager Position Profile
Questionnaire for Search Consultant Interviews

1. About the Community

What are the strengths of the Troy community that candidates should know about?

What are the community-wide challenges a City Manager should be aware of?

2. About the local government

What are the strengths of City government in Troy?

What are the challenges to a new City Manager for organization, process, services, expectations?

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