

**Resolution to Suspend Rules of Procedure for the City Council, Rule #6 – Order of Business**

Resolution #2009-04-

Moved by

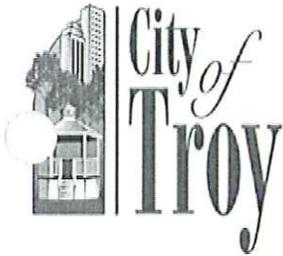
Seconded by

RESOLVED, That Troy City Council hereby **SUSPENDS** Rules of Procedure for the City Council, Rule #6 *Order of Business*, and **AUTHORIZE** City Council to amend their agenda to allow Council to discuss and take action on Item E.5. Executive Search, which does not appear on the printed agenda.

Yes:

No:

Absent:



**TO:** Members of Troy City Council  
**FROM:** Lori Grigg Bluhm, City Attorney *lgb*  
**DATE:** April 20, 2009  
**SUBJECT:** Withdraw of Charles A. Blockett Jr. as consultant

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Enclosed please find the correspondence from Charles A. Blockett, Jr., withdrawing as the firm hired to do the executive search for the Troy City Manager. Since the time frame is short, Council will need to take some action at the Council meeting tonight.

The resolution that was proposed for the March 30, 2009 City Council agendas will be reproduced for your consideration. Council has the option to select one of the other firms that submitted a proposal. Council also has the option of rejecting the entire solicitation process, and having the search done in-house. However, this approach is not recommended, since it could be a perceived conflict to have the Human Resources Manager making recommendations about her next boss. The Human Resources Director is the one most likely to have the credentials to assist City Council in its solicitation and also the screening of the candidates.

You will also be provided with the search documents that were revised at the April 16, 2009 City Council agenda. There will likely be additional revisions required, depending upon the direction of City Council.

Please let me know if you have questions concerning the above.



**Charles Blockett, Jr. and Associates, Inc.**

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**Human Resource Consultants**  
**3537 Waverly Hills Road, Lansing, Michigan 48917**  
*Phone: 517.484.3362 – Fax: 517.484.3730*  
*E-mail: cblockettjr@aol.com*

April 20, 2009

The Honorable Louise E. Schilling  
Mayor of Troy  
Troy City Hall  
500 W. Big Beaver  
Troy, MI 48084

Dear Mayor Schilling:

It is becoming more and more apparent to me that my conducting the executive search for the City Manager of Troy is not a good fit for either one of us, and I think it best that I bow out and not sign the contract. I am sorry that we have both wasted our time, but, it's not too late for you to proceed with another firm that will meet with the approval of the entire council, which is very important.

I wish the city council the best in finding a quality city manager for the people of Troy.

Sincerely,

*Charles Blockett, Jr.*

Charles Blockett, Jr.  
IPMA-CP, MA

cc: Lori Grigg Bluhm  
City Attorney

EVALUATION FORM  
EXECUTIVE SEARCH  
POSITION OF CITY MANAGER

FINAL SCORING SHEET

VENDOR		D	E	F	
<b>NAME:</b> <b>ADDRESS:</b> <b>CITY/STATE/ZIP:</b> <b>PHONE/FAX:</b>		<b>CPS HUMAN RESOURCES SERVICES</b> 444 North Capitol St, Ste 544 Washington, DC 20001 Ph: 202-355-7308 Fax: 202-220-1394	<b>DEACON GROUP</b> 47710 Van Dyke Shelby Twp, MI 48317 Ph: 586-992-9700 Fax: 586-992-9723	<b>THE WATERS CONSULTING GROUP INC</b> 5050 Quorum Dr, Ste 625 Dallas, TX 75254 Ph: 214-466-2441 Fax: 972-481-1951	
EVALUATION CRITERIA	Point Value	INFORMATION	SCORE	INFORMATION	SCORE
<b>ABILITY TO MEET OBJECTIVES:</b> - Position Analysis - Recruitment Process - Resume Review - Candidate Screening - Background Investigation - Interview Process - Negotiation & Follow-Up	24				
<b>EXPERIENCE / QUALIFICATIONS:</b> - Conducting Private as well as Public Sector Executive Searches - Recent Searches in Michigan (within last 4 years) - Knowledge of municipal gov't (laws, administration, finance)	24				
<b>PERSON ASSIGNED:</b> - Experience - Accessibility <b>INTERVIEW</b>	4				
<b><u>COST TO COMPLETE PROJECT</u></b>	24	$[1-(41960-17000)/17000]*24$	0	$[1-(19000-17000)/17000]*24$	21.17
			47.0857		40.6571
			<b>47.0857</b>		<b>61.8271</b>
<b>TOTALS:</b>					
					21.89
					55.26857
					<b>77.15857</b>

Maximum Score = 100

EVALUATION FORM  
EXECUTIVE SEARCH  
POSITION OF CITY MANAGER

FINAL SCORING SHEET

VENDOR	A	B	C
<b>NAME:</b> <b>ADDRESS:</b> <b>CITY/STATE/ZIP:</b> <b>PHONE/FAX:</b>	<b>MICHIGAN MUNICIPAL LEAGUE</b> 1675 Green Road Ann Arbor, MI 48106 Ph: 734-669-6371	<b>CHARLES BLOCKETT, JR &amp; ASSOC.</b> 3537 Waverly Hills Road Lansing, MI 48917 Ph: 517-484-3362 Fax: 517-484-3730	<b>SMITH RECRUITING</b> 5600 West Maple Rd, Ste B210 West Bloomfield, MI 48322 Ph: 800-728-0168

EVALUATION CRITERIA	Point Value	INFORMATION	SCORE	INFORMATION	SCORE	INFORMATION	SCORE
<b>ABILITY TO MEET OBJECTIVES:</b> - Position Analysis - Recruitment Process - Resume Review - Candidate Screening - Background Investigation - Interview Process - Negotiation & Follow-Up	24						
<b>EXPERIENCE / QUALIFICATIONS:</b> - Conducting Private as well as Public Sector Executive Searches - Recent Searches in Michigan (within last 4 years) - Knowledge of municipal gov't (laws, administration, finance)	24						
<b>PERSON ASSIGNED:</b> - Experience - Accessibility <b>INTERVIEW</b>	24						
	4						
<b>COST TO COMPLETE PROJECT</b>	24		24		24		18.36
							57.6686
							53.68571
							54.93571
<b>TOTALS:</b>			59.5257		83.5257		
							76.0286

Maximum Score = 100

Final Scoring:

MICHIGAN MUNICIPAL LEAGUE
THE WATERS CONSULTING GROUP INC
CHARLES BLOCKETT, JR & ASSOC.
DEACON GROUP
SMITH RECRUITING
CPS HUMAN RESOURCES SERVICES

83.52571
77.15857
76.02857
61.82714
54.93571
47.08571



**TO:** Members of Troy City Council  
**FROM:** Lori Grigg Bluhm, City Attorney *LGB*  
**DATE:** April 20, 2009  
**SUBJECT:** City Manager Search Documents

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At the April 16, 2009 City Council meeting, Council spent a great deal of time discussing the documents that would be used in the executive search for the new City Manager for the City of Troy. These documents were revised in accordance with the discussions on April 16, 2009.

In light of the short time frame (and since the documents have already been completed), the documents, as revised, are attached for City Council review and/or approval as to the substance of the documents. The approval of the substance of all or some of these documents would not preclude the executive search firm from making presentation upgrades, as long as the content remained similar. The approval of the substance of these documents may expedite the search process.

Proposed resolutions are attached for your consideration.

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**A. Approval of Contract between \_\_\_\_\_  
Executive Search – City Manager**

Suggested Resolution

Resolution #2009-04-

Moved by

Seconded by

WHEREAS, City Council received proposals from executive search firms to search for the Troy City Manager, and

WHEREAS, City Council has selected \_\_\_\_\_  
to perform an executive search for a City Manager; and

WHEREAS, At the April 20, 2009, Regular City Council meeting the City Attorney presented City Council with a proposed Contract for Executive Search Services; and

WHEREAS, The final contract will be substantially similar as the draft contract provided and as amended by the search firm proposal, and there is a need to expedite the process, in consideration of tight time constraints;

NOW, THEREFORE, BE IT RESOLVED, That Troy City Council hereby **AUTHORIZES** the City Attorney to negotiate a final contract for Executive Search Services with \_\_\_\_\_, and if the contract is substantially similar to the draft, with the exception of changes in the proposal, then the Mayor and the City Clerk are hereby **AUTHORIZED** to execute the document, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

Yes:

No:

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## B. Scheduling Special Meetings with Executive Search Firm

### Suggested Resolution

Resolution #2009-04-

Moved by

Seconded by

WHEREAS, City Council received proposals from executive search firms to search for the Troy City Manager, and

WHEREAS, At the April 16, 2009, City Council approved Key Activities and Dates schedule requesting key dates that the Council will need to call Special City Council Meetings as part of the City Manager Executive Search process, which has been subsequently revised;

NOW, THEREFORE, BE IT RESOLVED, That Troy City Council hereby **SCHEDULES** Special City Council Meetings and Closed City Council Meetings as outlined below:

- Wednesday, April 29, 2009 from 10:00 AM until 12:00 Noon in room 302 of the Community Center, 3179 Livernois, Troy, MI 48084 for the purpose of receiving public input on the City Manager Recruitment Process.
- Wednesday, April 29, 2009 from 5:30 PM until 7:30 PM, in room 304 of the Community Center, 3179 Livernois, Troy, MI 48084 for the purpose of receiving public input on the City Manager Recruitment Process.
- Monday, June 22, 2009, from 5:00 PM to 7:00 PM in the Council Board Room of Troy City Hall, 500 W. Big Beaver, Troy, MI 48084 for the purpose of meeting in CLOSED Session, as permitted by MCL 15.268 (f) and MCL 15.268 (h) – MCL 15.243(e) & (k)), to review material and deliberate and / or select finalists to be scheduled for interviews.
- Monday, July 6, 2009, from 5:00 PM to 7:00 PM, in the Council Board Room of Troy City Hall, 500 W. Big Beaver, Troy, MI 48084 for the purpose of meeting in CLOSED Session, as permitted by MCL 15.268 (f) and MCL 15.268 (h) – MCL 15.243(e) & (k))to review material and deliberate and / or select finalists to be scheduled for interviews.
- July 7, 2009 from 5:30 PM until 7:30 PM, in room 304 of the Community Center, 3179 Livernois, Troy, MI 48084 for the purpose of conducting a public forum where Council, public, employees and news media can meet and greet the finalists
- July 8, 2009, at 9:00 AM, in the Council Board Room, of Troy City Hall, 500 W. Big Beaver, Troy, MI 48084 for the purpose of conducting public interviews. Each interview will last approximately one hour and fifteen minuets
- July 9, 2009, at 7:00 PM, in the Council Board Room of Troy City Hall, 500 W. Big Beaver, Troy, MI 48084 for the purpose of deliberating and selecting a new City Manger, contingent upon completion of reference and background checks, negotiation of contract and a starting date.

Yes:

No:

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**C. Approval of Job Announcement for the Position of City Manager**

Suggested Resolution

Resolution #2009-04-

Moved by

Seconded by

WHEREAS, City Council received proposals from executive search firms to search for the Troy City Manager, and

WHEREAS, At the April 16, 2009, City Council substantially approved a proposed job announcement for the position of City Manager, as revised;

NOW, THEREFORE, BE IT RESOLVED, That Troy City Council hereby **APPROVES** the job announcement for the position of City Manager of the City of Troy, a copy of which shall be **ATTACHED** to the original Minutes of this meeting and **AUTHORIZES** the immediate placement of this announcement on the City of Troy Web Page.

Yes:

No:

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**D. Approval of Long Advertisement for the Position of City Manager**

Suggested Resolution

Resolution #2009-04-

Moved by

Seconded by

WHEREAS, City Council received proposals from executive search firms to search for the Troy City Manager, and

WHEREAS, At the April 16, 2009, City Council substantially approved a proposed job announcement for the position of City Manager, as revised;

NOW, THEREFORE, BE IT RESOLVED, That Troy City Council hereby **APPROVES** the long advertisement for the position of City Manager of the City of Troy, a copy of which shall be **ATTACHED** to the original Minutes of this meeting and **AUTHORIZES** the immediate placement of this announcement on the City of Troy Web Page.

Yes:

No:

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**E. Approval of Short Advertisement for the Position of City Manager**

Suggested Resolution

Resolution #2009-04-

Moved by

Seconded by

WHEREAS, City Council received proposals from executive search firms to search for the Troy City Manager, and

WHEREAS, At the April 16, 2009, City Council substantially approved a proposed job announcement for the position of City Manager, as revised;

NOW, THEREFORE, BE IT RESOLVED, That Troy City Council hereby **APPROVES** the short advertisement for the position of City Manager of the City of Troy, a copy of which shall be **ATTACHED** to the original Minutes of this meeting and **AUTHORIZES** the immediate placement of this announcement on the City of Troy Web Page.

Yes:

No:

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**F. Approval of Profile of the Ideal City Manager Candidate**

Suggested Resolution

Resolution #2009-04-

Moved by

Seconded by

WHEREAS, City Council received proposals from executive search firms to search for the Troy City Manager, and

WHEREAS, At the April 16, 2009, City Council substantially approved a proposed job announcement for the position of City Manager, as revised;

NOW, THEREFORE, BE IT RESOLVED, That Troy City Council hereby **APPROVES** the Profile of the Ideal City Manager Candidate for the position of City Manager for the City of Troy, a copy of which shall be **ATTACHED** to the original Minutes of this meeting and **AUTHORIZES** the immediate placement of this announcement on the City of Troy Web Page.

Yes:

No:

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**G. Approval of Survey to Solicit Input for the Position of City Manager**

Suggested Resolution

Resolution #2009-04-

Moved by

Seconded by

WHEREAS, City Council received proposals from executive search firms to search for the Troy City Manager, and

WHEREAS, At the April 16, 2009, City Council substantially approved a proposed job announcement for the position of City Manager, as revised;

NOW, THEREFORE, BE IT RESOLVED, That Troy City Council hereby **APPROVES** the Survey to Solicit Input for the position of City Manager for the City of Troy, a copy of which shall be **ATTACHED** to the original Minutes of this meeting and **AUTHORIZES** the immediate placement of this announcement on the City of Troy Web Page.

Yes:

No:

**DRAFT CONTRACT BETWEEN THE CITY OF TROY, MICHIGAN  
AND \_\_\_\_\_**

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**THIS AGREEMENT** is entered into on this \_\_\_\_ th day of April 2009, by and between \_\_\_\_\_, whose address is \_\_\_\_\_, and the City of Troy, Michigan, a Michigan municipality, 500 W. Big Beaver Road, Troy, MI 48084 (City).

**NOW, THEREFORE**, the Parties mutually agree as follows:

**1. Employment of \_\_\_\_\_**

The City agrees to engage \_\_\_\_\_ and \_\_\_\_\_ agrees to perform the professional executive recruitment services as set forth in the attached Proposal Re: City Manager Search, as well as the attached Key Activities and Dates, City of Troy City Manager Search, which are incorporated by reference.

**2. Administration of Agreement**

Lori Grigg Bluhm, City Attorney, shall be the City's representative for the purpose of administering this Agreement. \_\_\_\_\_ shall oversee the performance of this Agreement on behalf of \_\_\_\_\_. The City agrees to designate a single person as a point of contact.

**3. Scope of Services**

City agrees to employ \_\_\_\_\_ to provide assistance in recruiting and selecting a City Manager, as set forth in the attached proposal, as well as the attached Key Activities and Dates, City of Troy City Manager Search, which are attached and incorporated by reference. \_\_\_\_\_ services shall be divided into three phases, a Pre-Recruitment Phase, a Recruitment and Application Screening Phase, and a Selection Services Phase. Each of these Phases are described below:

**A. Pre-Recruitment Services**

- a. Meet with the City to receive information and data necessary to accomplish each step of the process.
- b. Develop a profile of the ideal candidate.
- c. Assist in identifying advertising sources, developing advertisement and placing advertisements.

- d. Assist with the development of a job announcement and ad to recruit desired candidates.

**B. Recruitment and Application Screening**

- a. Conduct a targeted recruitment effort utilizing the criteria developed and approved by the City.
- b. Assist the City in identifying a group of candidate finalists and submit candidate list for Council's review and selection of the finalist.

**C. Selection Services**

- a. Develop a set of interview questions for city council and interview advisory panels. Provide interview training to the city council and advisory panel.
- b. Attend and facilitate interviews of finalists and provide guidance to interview panels throughout process.
- c. Make recommendations to City regarding the qualifications of each candidate.
- d. Complete extensive reference checks and background investigation of finalists.
- e. Assist the City in negotiating a contract and establishing performance expectations and performance standards.
- f. \_\_\_\_\_ will provide timely status reports and keep the City informed of potential problems or concerns.
- g. Follow up with the City during the first year to determine if adjustments need to be made.

**4. Fees and Payment**

A. The City shall pay to \_\_\_\_\_ a fee of \$ \_\_\_\_\_ for the executive recruitment services. .

B. The fee will be payable as follows:

- One-third is payable within 21 days after approval of the contract.
- One-third is payable within 21 days after \_\_\_\_\_'s delivery of the notebooks detailing \_\_\_\_\_'s recommendations, as well as the individual qualifications for approximately 15 semi-finalists to the City.

- One-third is payable within 21 days after completion of the search and the recommended candidate's acceptance of the job offer. .
- C. The \$ \_\_\_\_\_ fee covers all \_\_\_\_\_ time, expenses and costs (including but not limited to travel, messenger, copier, telephone calls, or clerical assistance), except as set forward below.
  - D. The City will pay all travel expenses necessarily incurred by City Manager finalist candidates for the interviews, as long as the travel expenses are approved of in writing in advance of being incurred. These travel expenses shall be in addition to the \$ \_\_\_\_\_, as set forth above. Travel expenses include airfare, lodging, meals, ground transportation, and any other appropriate documented expenses. When possible, these expenses will be billed directly to the City by the service provider.
  - E. The City shall pay all publications costs associated with advertising the City Manager Search for the City of Troy, as long as the advertising costs are approved of in writing in advance of being incurred. These charges will be in addition to the \$ \_\_\_\_\_, as set forth above, and whenever possible, the expenses will be billed directly to the City by the service provider.
  - F. The City will provide, free of charge, suitable facilities for interviews and meeting rooms which are included in the attached Proposal and Key Dates and Activities.
  - G. In addition to the \$ \_\_\_\_\_ fee, as referenced above, the City will also pay up to \$500 (unless City authorizes an additional amount in advance) for an extensive background investigation of each finalist that is approved by the City. The background investigation will include, but not be limited to a search of criminal and civil records, bankruptcy records, education verification, credit check, nationwide newspaper article search, and an address verification database search, as well as checks with former employers who are not specifically listed as references. Reimbursement for the background investigation shall be paid to \_\_\_\_\_ within 21 days after the City receives an invoice. .
  5. \_\_\_\_\_ will provide to the City a certificate of insurance, per the attached sample, and will maintain the coverage for the duration of this Agreement.
  6. \_\_\_\_\_ agrees to complete the Scope of Services timely, and in accordance with the attached Key Dates and Activities, to enable an offer to be made to the acceptable City Manager candidate on or before July 20, 2009.

**7. Termination of Agreement for Cause**

Upon breach of this Agreement by \_\_\_\_\_, the City shall have the right to terminate this Agreement by giving written notice to \_\_\_\_\_ of such termination, specifying the reasons therefore and the effective date thereof, at least

thirty (30) days before the effective date of such termination. \_\_\_\_\_ shall be given the opportunity to remedy any such breach within the thirty (30) days, and such remedy, if acceptable to the City, shall void the termination. In the event of termination, all finished or unfinished documents and other materials related directly to the performance of this contract should become the sole and exclusive property of the City, at the effective date of termination. If the Agreement is terminated by the City, as provided herein, \_\_\_\_\_ shall be paid for the time and expenses incurred in the performance of this contract as of the date of termination.

#### **8. Confidentiality**

To the extent provided by law, all candidate information obtained in the performance of this agreement, up to the identification of the finalists for the position, is confidential. \_\_\_\_\_ shall not release any information to the public, or to any public or private agency/organization (other than the City) without approval of the City.

#### **9. Equal Employment Opportunity**

In connection with the performance of work under this contract, \_\_\_\_\_ agrees that it shall not discriminate against any employee or applicant for employment because of race, color, religion, gender, disability, national origin, age or marital status.

#### **10. Assignability and Delegation**

Neither \_\_\_\_\_ nor the City shall assign or transfer any interest in this Agreement without giving prior written notice to the other party. Neither \_\_\_\_\_ nor the City shall delegate any of its duties under this Agreement to any other party without prior written consent from the other.

#### **11. Findings Confidential**

Any reports, information, data, forms, procedures and any other communication or documents given to, or prepared or assembled by \_\_\_\_\_, under this Agreement, will not be distributed to the public by \_\_\_\_\_, without the prior written approval from the City.

#### **12. Indemnification**

To the fullest extent permitted by law, \_\_\_\_\_ agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Troy, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Troy

against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Troy, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Troy, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract/agreement

In the event that the City requires or desires the assistance of \_\_\_\_\_ in preparing for or defending against any litigation or other proceeding that relates to the services performed under this Agreement, then \_\_\_\_\_ shall provide such services, as requested by City, at its then current hourly rates.

The City agrees that \_\_\_\_\_'s role in the selection process for a City Manager is advisory, and the City assumes responsibility for final selection and screening decisions throughout the process.

### 13. Independent Contractor

- A. \_\_\_\_\_ shall have no authority or power to assign, sublet and/or transfer any rights, privileges or interests under this Agreement without prior written consent from the City.
- B. \_\_\_\_\_ acknowledges that it is an independent contractor with no authority to bind the City to any contract or agreements, written or oral.
- C. \_\_\_\_\_ shall be, for all purposes arising under this Agreement, an independent contractor and none of its agents or employees shall be deemed employees of the City. It is expressly understood and agreed that \_\_\_\_\_'s agents and employees shall, in no event, be entitled to any benefits to which City employees are entitled, including but not limited to overtime, retirement benefits, worker's compensation benefits, and injury leave or other leave benefits.

### 14. Compliance with Applicable Laws

- A. \_\_\_\_\_ agrees to comply with all applicable federal, state and local statutes, ordinances, rules and regulations.
- B. This Agreement shall be construed and interpreted according to the laws of the State of Michigan.

The foregoing constitutes the entire Agreement between the parties, and may be modified only by a written instrument signed by both parties.

IN WITNESS WHEREOF, the City and \_\_\_\_\_ execute this Agreement on the \_\_\_\_\_ day of April, 2009.

By: \_\_\_\_\_

\_\_\_\_\_  
Witness

**CITY of TROY, MICHIGAN**

By: \_\_\_\_\_  
Louise E. Schilling, Mayor

By: \_\_\_\_\_  
Tonni L. Bartholomew, City Clerk

\_\_\_\_\_  
Witness

**KEY ACTIVITIES AND DATES**  
**CITY OF TROY CITY MANAGER SEARCH**

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                    , 2009

Meet with city council to gain an understanding of the position, clarify expectations, and develop candidate profile. Review and get approval of key activities and dates, draft job announcement, ads, and recruitment strategy. ( \_\_\_\_\_ & Council)

**April 20 – May 29**

Post and advertise the position and review resumes. ( \_\_\_\_\_ )

**April 28 and 29**

Conduct community and employee forum meetings to solicit community, department officials, employee union(s) and other key stakeholders input on desired qualities and characteristics for the city manager. ( \_\_\_\_\_ and council members who can attend the community meetings)

**May 30-June 12**

Review applicant resumes and supporting material. Conduct telephone interviews with most promising candidates. ( \_\_\_\_\_ )

**June 15**

Submit notebooks to the selection committee that will include a review of all the candidates and their supporting documentation and \_\_\_\_\_'s rationale for selecting the best candidates. ( \_\_\_\_\_ )

**June 22**

Meet with selection committee to review material and agree on finalists to be scheduled for interviews. (City Council and \_\_\_\_\_)

**June 23**

Contact finalists and schedule interviews. ( \_\_\_\_\_ )

Each of the finalists will receive a report containing the issues, comments, concerns, expectations, and goals of the council, departmental officials, employees, community, and other key stakeholders gathered from the questionnaires and public and employee forum meetings. They will also receive a copy of the city's budget, audit report, and audit letter. The finalists will then prepare a written response as to how they would address the items in the report, if he/she becomes the new City Manager. ( \_\_\_\_\_ )

Begin background investigations. ( \_\_\_\_\_ ) and investigative firm)

**July 6**

Finalists' written plans of action are due. Background investigation reports are due. ( \_\_\_\_\_ )

**July 6**

Meet with council to conduct interview training and develop a set of structured interview questions. (City Council and \_\_\_\_\_ )

**July 7**

From approximately 5:30 until 7:00 p. m., City Council will conduct a public forum where the council, public, employees and news media can meet and greet the finalists. (Council and \_\_\_\_\_ )

**July 8**

The council will conduct public interviews. Each interview will last approximately one hour and fifteen minutes. (Council and \_\_\_\_\_ )

**July 9**

In a public meeting, the council will deliberate and select a new City Manager, contingent upon completion of reference and background checks, negotiation of contract and a starting date. (Council and \_\_\_\_\_ )

**July 14-21**

Make offer to hire, negotiate contract and a starting date. (Candidate, Council and \_\_\_\_\_ )

# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)

PRODUCER Complete  Sample Certificate	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURERS AFFORDING COVERAGE	
INSURED Complete	INSURER A: XYZ Company
	INSURER B: ABC Company
	INSURER C:
	INSURER D:
	INSURER E:

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	<b>GENERAL LIABILITY</b>	0001	XX-XX-XX	XX-XX-XX	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire)	\$
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$
	<input checked="" type="checkbox"/> see additional insured language below				PERSONAL & ADV INJURY	\$ 1,000,000
					GENERAL AGGREGATE	\$ 1,000,000
					PRODUCTS - COMP/OP AGG.	\$ 1,000,000
					GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	
A	<b>AUTOMOBILE LIABILITY</b>	0002	XX-XX-XX	XX-XX-XX	COMBINED SINGLE LIMIT (Ea accident)	\$ 500,000
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS					
	<input checked="" type="checkbox"/> NON-OWNED AUTOS					
	<b>GARAGE LIABILITY</b>				AUTO ONLY - EA ACCIDENT	\$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC	\$
					AUTO ONLY: AGG	\$
	<b>EXCESS LIABILITY</b>				EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
	<input type="checkbox"/> DEDUCTIBLE					\$
	<input type="checkbox"/> RETENTION \$					\$
						\$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	0003	XX-XX-XX	XX-XX-XX	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
					E.L. EACH ACCIDENT	\$ 100,000
					E.L. DISEASE - EA EMPLOYEE	\$ 100,000
					E.L. DISEASE - POLICY LIMIT	\$ 500,000
A	<b>OTHER</b>					

### DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Additional Insured: City of Troy including Architects and Engineers, all elected and appointed officials, all employees and volunteers, boards, commissions and/or authorities and their board members, employees, and volunteers additional insured on ISO form B or broader.

CERTIFICATE HOLDER	y	ADDITIONAL INSURED; INSURER LETTER:	CANCELLATION
City of Troy 500 W. Big Beaver Rd. Troy, MI 48084		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.	
		AUTHORIZED REPRESENTATIVE	

## **JOB ANNOUNCEMENT**

### **CITY MANAGER CITY OF TROY, MICHIGAN**

#### **City**

The City of Troy is located in Oakland County, one of the five most prosperous counties in the United States and, approximately, 25 miles from downtown Detroit. It has a population of 85,000 and is the 12<sup>th</sup> largest city in Michigan. Troy is rated as the safest city in Michigan and among the top 16 safest in the nation. It is also the second most ethnically diverse city in the state. The city government employs about 443 employees with a total budget of more than \$149.5M. Troy has the lowest tax rate of any major city in Oakland County at 9.28 mills. For more information about the city, visit the Website at [www.troymi.gov](http://www.troymi.gov).

#### **City Manager**

The city manager is appointed by a seven member city council. The mission of the city manager's office is to partner with the council in achieving the goals and objectives set forth for the City of Troy. As the chief administrative officer, the city manager is responsible for directing administration of city government. The city manager's responsibilities include organizational management, fiscal management, program development and program evaluation. The city manager is responsible for being aware of new systems and methods as they apply to city services and making sure new developments, in the area of public policy, are researched and analyzed to organize a process of program planning in anticipation of future needs.

#### **Community**

Troy is a great place to live, work, learn, play, and operate a business. Troy offers an excellent service mix, as well as first-rate public schools. CNN Money Magazine named Troy the #1 Best Michigan City in which to live and #22 in the Nation. Troy has maintained a AAA bond rating since 2001. For the second year in a row, Troy was one of four local cities identified as a top performer for attracting and retaining entrepreneurial companies in a study by the University of Michigan-Dearborn School of Management. It has excellent schools; with both Athens and Troy High School placing in the top five percent of the nation's schools, as ranked by U.S. News and World Report. Troy's parks and library services have been named the best in Michigan. While Troy maintains its hometown charm, the city is a vibrant business and technology center and a community recognized for its civic spirit and quality of life. Troy is home to over 6,000 thriving businesses that employ 125,000 people, and a number these are Fortune 500 companies.

#### **Education & Experience**

Bachelor's degree (graduate degree is preferred) in public administration, business management, finance, or related field, plus a minimum of fifteen years of increasingly, responsible senior management experience in municipal government or other governmental agencies; or as the Chief Operating Officer in a similar public, non-profit or private sector organization with similar responsibilities.

## Knowledge and Skills

The ideal candidate must have successfully demonstrated strong leadership and managerial experience, thorough knowledge of the principles and practices of local government administration, including organizational forms and structures and operating methods and procedures; excellent communication, managerial and financial skills; exhibit a passion for serving people and be an enthusiastic team builder. He/She should demonstrate the ability to confer with department heads, citywide officials, and community partners to achieve significant community outcomes and to resolve problems. The candidate needs to be able to draw consensus from divergent opinions, use interest-based approach to solving problems and demonstrate an entrepreneurial spirit to problem solving. The candidate needs to be honest, open, accessible and comfortable with staff and citizens, trustworthy, and sensitive to social and societal issues; and embrace diversity.

**NOTE: In accordance with Michigan law regarding open meetings and records, in order to allow application materials to be treated confidentially, applicants must request confidentiality. Application materials of finalists will become public when City Council selects their finalists for the position.**

## Fringe Benefits

Excellent benefits including, health, dental, vision, paid holidays, paid leave, and defined contribution pension and 457 deferred compensation plans

## Compensation

Salary: \$110,000 - \$165,584

**To apply: Send the following information by May 29, 2009:**

- Resume'
- Narrative, no more than three pages in total length, describing managerial and supervisory experience and accomplishments in planning, coordinating, and directing governmental fiscal and administrative programs during times of shrinking resources. Include scope of project, budget, staff, etc. that were involved.
- Salary history
- Three references

**Submit material to contact person:**

**E-mail to:**

**The City of Troy** is an equal opportunity employer and does not discriminate in its policies or practices on the basis of religion, race, color, national origin, gender, sexual orientation, age, marital status, height, weight, or handicap of any individual.

Long Advertisement

**City Manager - Troy, MI (\$110,000 - \$165,584)**

City of Troy, MI (85,000) is seeking a city manager. The position reports to a seven-member city council and is the chief fiscal and administrative officer for the city. The 2009-2010 total budget is \$149.5M. There are approximately 443 employees.

CNN Money Magazine named Troy the #1 Best City in Michigan and #22 in the nation in which to live. Since 2001, Troy has earned an AAA bond rating. Troy is the safest city in Michigan and among the top 16 safest cities in the nation. It is the second most ethnically diverse city in Michigan. Troy has excellent schools. Its parks and library services have been named the best in Michigan. While Troy maintains its hometown charm, the city is a vibrant business and technology center and a community recognized for its civic spirit and quality of life.

Candidate should have a bachelor's degree (graduate degree is preferred) in public administration, business management, finance, or related field, plus a minimum of fifteen years of increasingly responsible senior management experience in municipal government or other governmental agencies; or as a Chief Operating Officer in a public, non-profit or private sector organization with similar responsibilities.

The ideal candidate must have successfully demonstrated strong leadership and managerial experience, thorough knowledge of the principles and practices of local government administration, including organizational forms and structures and operating methods and procedures; excellent communication, managerial and financial skills; exhibit a passion for serving people and be an enthusiastic team builder. He/She should demonstrate the ability to confer with department heads, citywide officials, and community partners to achieve significant community outcomes and to resolve problems. The candidate needs to be able to draw consensus from divergent opinions and use an interest-based approach to solving problems, as well as demonstrate an entrepreneurial spirit to problem solving. The candidate needs to be honest, open, accessible and comfortable interacting with staff and citizens, as well as being trustworthy and sensitive to social and societal issues; and embrace diversity.

To apply, send resume and a narrative (no more than three pages) describing managerial and supervisory experience and accomplishments in planning, coordinating and directing governmental fiscal and administrative programs during times of shrinking resources. Include scope of project, budget, and staff, etc. to: \_\_\_\_\_ or \_\_\_\_\_ e-mail to: \_\_\_\_\_ . Deadline is May 29, 2009.

For more information, visit the City of Troy's Website at [www.troymi.gov](http://www.troymi.gov).

**Note:** In accordance with Michigan law regarding open meetings and records, in order to allow application materials to be treated confidentially, applicants must request confidentiality. Application materials of finalists will become public when City Council selects their finalists for the position.

## SHORT ADVERTISEMENT

### **City Manager - Troy, MI (\$110,000 - \$165,584)**

The position reports to a seven-member city council and is the chief fiscal and administrative officer for the city. The 2009-2010 total budget is \$149.5M.

Candidate should have a bachelor's degree (master's degree is preferred) in public administration, business management, finance, or related field, plus a minimum of fifteen years of increasingly, responsible senior management experience in municipal government or other governmental agencies; Chief Operating Officer or comparable leadership and management experience in public, non-profit or private organizations.

As soon as possible, send resume and a narrative describing managerial and supervisory experience and accomplishments in planning, coordinating and directing governmental fiscal and administrative programs during times of shrinking resources. These items can be mailed to: \_\_\_\_\_ or by email: \_\_\_\_\_

City of Troy's Website is [www.troymi.gov](http://www.troymi.gov).

Please note: In accordance with Michigan law regarding open meetings and records, and in order to allow application materials to be treated confidentially, applicants must request confidentiality. Application materials of finalists will become public when City Council selects their finalists for the position.

## City Council Profile of Ideal Candidate

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1. People person; spokesperson for the city
2. Interface well with staff; comfortable managing by walking around and being accessible to meet with staff and citizens
3. Entrepreneurial, creative spirit
4. Display leadership qualities, can delegate, can make decisions
5. Work at strengthening and preserving integrity of council. Every single person needs to be heard.
6. Understand the role of council; and once a decision has been made, the manager must help to implement Council's direction and support that direction
7. Ability to address issues and come up with feasible solutions
8. Positive attitude by nature
9. Investigate problems on a number of -levels, not just address the symptoms
10. Champion for city and understands we are the level of government closest to the taxpayer
11. Inquisitive thinker, communicator
12. Principled and ethical
13. Open minded, caring
14. Reflective
15. Speaks the truth to power; not fearful or timid
16. Anticipates trends and get on top of them
17. Is at ease and comfortable; enjoys meeting and interacting in the community.
18. Is cheerful
19. Strong city manager who will ensure council directives are followed

20. If the city manager personally disagrees with council decisions, the manager will not convey this dissatisfaction to staff
21. Ensures that politics stay out of the daily operations of the city.
22. Assist council and staff in working as a team
23. Proactive in addressing long term structural issues. Troy needs to be self-supporting; needs to proactively address issues
24. Must understand where limits are and know where, when and what questions to ask.
25. Manage well, formally and informally (i.e., staff meeting is formal; manage by walking around is informal.)
26. Balanced, even tempered and cool and collected



3. What accomplishments and results would tell you that the City Manager is doing a good job?

4. What do you like about the current operations of the city government?

5. What do you think could be done better?

6. What questions would you like the interview panel to ask the finalists?

*Responses due by \_\_\_\_\_ to: e-mail address (preferred) or mail to: \_\_\_\_\_*



## CITY COUNCIL REPORT

DATE: March 30, 2009  
TO: Phillip L. Nelson, City Manager  
FROM: Peggy E. Sears, Human Resources Director  
SUBJECT: **AGENDA ITEM** – Process to Evaluate Proposals to Conduct Executive Search for City Manager

Background:

- On Monday, March 2, 2009, City Council accepted the resignation of Phil Nelson, effective March 31, 2009. During the study session portion of this City Council meeting, City Council discussed options for a City Manager Search, and agreed to solicit proposals from executive search firms.
- Due to a very tight 120 day time frame, I e-mailed the Michigan Public Employees Labor Relations Association (MPELRA) board members and past presidents, seeking the names and addresses of firms that had completed successful executive searches within the past five years. Based on the results of this inquiry and also the input from individual Council members, six firms were mailed a request for proposals. The deadline for these proposals was March 19, 2009.
- Prior to disseminating the proposals, City Council was provided with a draft evaluation form, which is used to evaluate professional service contracts.
- Point values were recommended for City Council consideration at the March 23, 2009 City Council meeting. At that meeting, City Council approved the recommended evaluation form, with some modifications to the weights for each category.
- City Council also requested that each of the executive search firms be given an opportunity to address Council in an interview at the March 30, 2009 City Council meeting.
- City Council members were provided with an electronic copy of the six proposals at the conclusion of the Council meeting, and the modified evaluation form the day following the Council meeting.
- The evaluation form weights 24 of the total 100 points on price. Based on the significant number of points allotted for price, there are two executive search firms that are priced significantly higher than the other four proposals, which could be a significant factor that could narrow the field down to four firms before the other factors are considered.
- City Administration recommends the attached evaluation process that is set forth in the March 24, 2009 attached memorandum, since it is consistent with the City of Troy's

standard evaluation criteria and purchasing principles. A proposed resolution is attached for your consideration.

- All six firms are able to participate in a phone interview for tonight's meeting, with a recommended schedule of 15 minutes each, with City Administration coordinating the calls to minimize delayed and overlapping interviews.

Financial Considerations:

There are no financial considerations with the preliminary process of selecting an executive search firm.

Legal Considerations:

The evaluation of proposals and the executive search process would comply with City purchasing practices and appropriate laws, including the Open Meetings Act and Council Rules of Procedure.

Policy Considerations:

The process of selection of a search firm supports each of the City's goals

Options:

- Utilize the recommended evaluation process to screen proposals received from executive search firms
- Do not utilize the process

Attachments:

- Report to City Manager from Susan A. Leirstein re: Evaluation Process-Executive Search- Position of City Manager
- Proposed Resolution

## PROPOSED RESOLUTION

### F- Process to Evaluate Proposals of Search Firms to Conduct Executive Search for City Manager

Resolution #2009-03-  
Moved by  
Seconded by

WHEREAS, The City of Troy requested proposals from six executive search firms to conduct a search process for the position of City Manager;

WHEREAS, Proposals from all six executive search firms were received by the March 19, 2009 deadline;

WHEREAS, The Troy City Council on March 23, 2009 approved the evaluation form for the purpose of rating the proposals; and

WHEREAS, City Administration recommends the City of Troy standard evaluation process, which stipulates that each City Council member will independently complete the evaluation form for each of the executive search firms;

NOW THEREFORE, BE IT RESOLVED, that City Council hereby **SUSPENDS** City Council Rules of Procedure Number 28- Wire Communications; and

BE IT FURTHER RESOLVED, that each of the City Council members shall independently **COMPLETE** the evaluation form for the six executive search firms, and shall **SUBMIT** the evaluations to City Administration for tabulation; and

BE IT FURTHER RESOLVED, that City Administration shall **TABULATE** each of the individual evaluation forms, in accordance with the approved weights, and shall **RANK** each of the executive search firms for Council review; and

BE IT FURTHER RESOLVED, that City Council shall **SELECT** from the list of executive search firms, the firms that will be afforded an interview; and

BE IT FURTHER RESOLVED, that each firm selected for an interview **WILL BE GIVEN** an opportunity to address Council's questions and make statements to clarify their proposals; and

BE IT FURTHER RESOLVED, that after the selected firms are **PROVIDED** with an opportunity to interview, that City Council shall **DELIBERATE** towards the selection of an executive search firm for the City Manager vacancy; and

BE IT FINALLY RESOLVED, that all evaluation forms shall be **ATTACHED** to the City Council minutes.



## REPORT TO CITY MANAGER

March 24, 2009

TO: Phillip L. Nelson, City Manager  
FROM: Susan A. Leirstein, Purchasing Director  
SUBJECT: Evaluation Process – Executive Search – Position of City Manager

- On March 9, 2009, various executive search firms were invited to participate in a request for proposal process to select the City's new City Manager.
- Six (6) firms responded by the deadline of March 19, 2009. City Council is the formal committee who will make the decision as to the selection of the most qualified firm. In order for the process to be as objective as possible, I recommend using the City's standard evaluation criteria, which consists of the following —
- **Phase 1: Minimum Qualifications Evaluation**  
Firms are required to meet minimum established criteria in order to go to the second phase of the process.  
Example: [Search must be completed within 120 days.](#)
- **Phase 2: Evaluation of Proposals**  
Each City Council member will independently use the weighted score sheet to evaluate the proposals; each Council member will calculate a weighted score. The scores of the Council Members will be averaged into one score for each firm for this phase of the process. Note: The interview and cost to complete portions will be rated in the appropriate phase.
- **Phase 3: Interview Score - Optional**  
City Council, at its option, should invite at least the top three (3) rated firms to participate in an interview. If less than three (3) candidates remain in the process, all should be interviewed. Each City Council member will independently use the weighted score sheet to evaluate the Interview; each Council member will calculate a weighted score. The scores of the Council members will be averaged into one score for each firm for this phase of the process. Those being interviewed may be supplied with further instructions and requests prior to the interview. Persons representing the firm at the interview must be the personnel who will be assigned to this project.
- **Phase 4: Price**  
Points for price can be calculated as follows:

**FORMULA** -  $\{1 - (\text{Proposal Price} - \text{Low Price}) / \text{low price}\} \times \text{available points}$

- **Phase 5: Final Scoring and Selection**

4 pts Interview Score - optional  
72 pts Proposal Score  
24 pts Price Score  
100

This process will incorporate the values and opinions of all City Council members and ensure a fair and equitable process for all participants. Those who serve on evaluation committees are held in the highest regard and should be free from bias or conflict of interest.

This process provides an organized means to an end..... to select the most qualified firm to perform the search for the City's new City Manager. If requested, I would be privileged to act as facilitator for the recommended process.

# CITY OF TROY

## EXECUTIVE SEARCH FOR CITY MANAGER

### **PROJECT OVERVIEW**

The City of Troy is requesting proposals to perform an executive search for City Manager. The City of Troy operates with a Council-Manager system. The City Council is composed of seven members, and the Mayor is a member of Council who serves as its chairperson. The Council establishes policies, enacts ordinances, approves rules and regulations, and gives policy direction. The City Manager, appointed by the City Council, is responsible for the strategic management of the operating, administrative and public safety services and for executing the policies and laws of the Council.

### **SCOPE OF WORK**

It is the intention of the City Council to provide an efficient, comprehensive selection process for the new City Manager that will ensure the best qualified candidates are found and that the best qualified individuals who are acceptable can be hired in a timely manner. A new City Manager must be appointed not later than 120 days from the date the position becomes vacant. The current City Manager will hold the position until March 31, 2009.

City Council may appoint a supplemental search committee comprised of internal department managers.

Services required include position analysis and preparation of a position profile; recruitment for the position; inviting potential candidates to apply; reviewing and screening applications; conducting preliminary interviews and background checks of selected candidates; recommending a list of final candidates; preparing the Council and coordinating final interviews; negotiating; and following up.

The annual salary and benefits package for the position will be discussed with the City Council.

### **Objectives**

The objectives to be met in order to help find the best qualified candidates for the position are as follows:

- To conduct on-site needs assessment for the new City Manager.
- To develop a comprehensive position profile
- To reconcile any differences in points of view with regard to specifications for the position.

- To encourage top level people to apply who might otherwise be reluctant to respond to an advertisement.
- To save a considerable amount of the Council's and staff's time in establishing a position profile and reviewing applicants.
- To comply with appropriate personnel regulations and laws (i.e., EEO and ADA).
- To independently and objectively assess the qualifications and suitability of candidates for the position.
- To recommend a pool of finalist candidates to the Council.
- To coordinate finalist candidate interviews with the Council.
- To mail an information packet supplied by the City to all qualified applicants.
- To respond to all candidate inquiries and produce all correspondence throughout the search.
- To preserve the confidentiality of inquiries to the degree possible under Michigan law.
- To assist the Council in reaching a final decision.
- To assist in negotiating a compensation package with the successful candidate on behalf of the City.
- To assist the Council in establishing performance expectations and evaluating the new City Manager's performance.
- To follow-up with the Council and the new City Manager during the first year to determine if adjustments need to be made.
- To keep the Council closely involved in key decisions and informed of our progress

## **PROPOSAL SUBMITTAL**

The proposal should include:

- A narrative describing how the objectives identified will be addressed – outlining both project approach and methodology.
- A strategic timeline, which identifies milestones in order to meet the project deadline.
- Full disclosure of any subcontracted services.

- Cost to complete project.

As a result of the proposals submitted and any additional information that may be requested, the City reserves the right to interview any number of qualified firms as part of the evaluation process.

#### **PROPOSAL SUBMITTAL - Continued**

The City reserves the right to reject any or all proposals, to waive any informality in the proposals received, and to accept any proposal or part thereof, which it shall deem to be most favorable to the interests of the City.

Proposals should be submitted via first class mail, fax or email to the following address not later than 4:00 p.m. on Thursday, March 19, 2009.

Peggy Sears  
Human Resources Director  
500 W. Big Beaver Rd.  
Troy, MI 48084  
248-680-7296  
fax: 248-619-7267  
[P.Sears@troymi.gov](mailto:P.Sears@troymi.gov)

Any inquiries concerning the work to be performed should be directed to Peggy Sears, Human Resources Director, and the designated City representative for this project.



## CITY COUNCIL REPORT

DATE: March 26, 2009

TO: Phillip L. Nelson, City Manager

FROM: Peggy E. Sears, Human Resources Director 

SUBJECT: **AGENDA ITEM** – Evaluation of Proposals to Conduct Executive Search for City Manager

City Council will discuss the recruitment process for City Manager on Monday, March 30, 2009, including the evaluation of proposals received from executive search firms. Attached is the evaluation form, as revised by City Council on March 23, 2009, and a recommended evaluation process as recommended by the Human Resources Director and Purchasing Director, which utilizes the City's standard evaluation criteria.

### Background:

- On March 2, 2009, City Council discussed the recruitment process for the position of City Manager and determined that proposals should be requested from executive search firms
- Proposals were received from six search firms by the deadline of March 19, 2009
- City Council agreed to an evaluation form for the purpose of evaluating the proposals
- City Council was provided with a recommended evaluation process

### Financial Considerations:

- Should a search firm be selected to conduct an executive search, direct costs of this process are as outlined in each firm's proposal
- Indirect costs would include administrative expenses not directly reflected in the written proposals such as staff time to assist in the search process, including coordination of meetings, on-site interviews, public forums, etc. with the consultant, and travel expenses of candidates

### Legal Considerations:

The evaluation of proposals and the executive search process would comply with City purchasing practices and appropriate laws including the Open Meetings Act.

Agenda Item- Evaluation of Proposals to Conduct Executive Search for City Manager  
Page Two

Policy Considerations:

- The process of selection of a City Manager supports each of the City's goals

Options:

- Select an executive search firm based on consensus of the results of the evaluation process
- No search firm is selected

Attachments



**EXECUTIVE SEARCH  
POSITION OF CITY MANAGER  
INTERVIEW QUESTIONS**

**TIME FRAME: 15 MINUTES**

<b>VENDOR:</b>		<b>RATER: 1   2   3   4   5   6   7</b>	
<b>QUESTIONS:</b>	<b>NOTES:</b>	<b>SCORE:</b>	
1) Who will be assigned to our account – Is that person available to be a part of this interview?	Susan		
2) Describe your ability to complete this project on time (within 100-120 days). How will you handle the situation if the project falls behind?	Peggy		
3) Have you done any searches in Michigan within the last 4 years? Is so, please describe (public / private)	Robin(1)		
4) How would you handle candidates that apply outside your recruiting process?	Cristina(2)		
5) What process do you use to qualify the candidates?	David(3)		
6) How often does your firm plan to make face to face visits with City Council? Explain	Wade(4)		
7) What happens if City Council is not satisfied with any of the candidates as a result of your search?	Martin(5)		
8) Typically, what is the most difficult part of the recruitment process? How are the issues resolved?	Mary(6)		
9) Is your firm willing to negotiate a best and final offer as it relates to project expenses?	Louise(7)		
10) Do you have any questions or concerns about working with this Council to complete this executive search?	Peggy		

THE NOTES AREA MUST BE COMPLETED TO ACCOMPANY THE SCORE PROVIDED.