



TO: Members of Troy City Council
FROM: Lori Grigg Bluhm, City Attorney
DATE: May 6, 2009
SUBJECT: Update on City Manager Search

The attached advertisement for the City Manager position has already been placed with targeted publications and on-line resources. The first review date is set for May 29, 2009. In the meantime, Andrea Sims of Waters Consulting Group will be in the City of Troy on May 11 and May 12, 2009 to conduct individual meetings with City Council members and employees, using the attached questionnaire as a guide. The purpose of these meetings is for our consultant to obtain feedback about the desired characteristics of the new City Manager. This information would then be used in the recruitment process, as well as providing some direction for the narrowing of finalist candidates. A Town Hall Meeting is also scheduled for Tuesday, May 12, 2009, to obtain feedback from the general public. The notice of this Town Hall Meeting is attached for your review. All members of the Troy City Council are encouraged to attend this Town Hall Meeting, but since this is not an official City Council meeting, there can be no Council deliberation or decisions at that meeting.

Ms. Sims will be at the City Council meeting on May 11, 2009, and is prepared to answer questions about the search procedure. There is also a proposed resolution for your consideration setting City Council meetings that are consistent with the attached Key Activities and Dates document.

The City's home page, <http://www.troymi.gov/CityManagerSearch>, now has a City Manager Search tab, which contains the schedule and other relevant documents. The web page also provides the public with contact information for Ms. Sims and the Waters Consulting Group.

Please let me know if you have any additional questions or concerns.



**THE CITY OF TROY, MICHIGAN
SEEKS A SUPERIOR CANDIDATE AS THE
NEXT CITY MANAGER**

(Starting Salary & Benefits is \$110,000 - \$165,584, Depending on Qualifications)

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 the 21st safest city in the nation (population 75,000+). It is the second most ethnically diverse city in the state. Troy has excellent schools and 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.

The City of Troy, MI has a population of 80,000+ and has a Council-Manager form of government. The City Manager 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 with approximately 443 full time employees.

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. The candidate 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.

There is an expectation that the City Manager will represent the City before the State Legislature, county, other cities, community groups, neighborhood associations, and in regional, state and national venues and be able to communicate in an articulate and compelling manner the City's vision, policies and plans that have been approved by City Council.

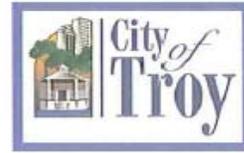
The successful candidate should have a bachelor's degree, with a graduate degree preferred, in public administration, business management, finance, or related field, plus a minimum of 15 years of increasingly responsible senior management experience in municipal government or other governmental agencies; or as a Chief Operating Officer in a public, non-profit or private sector organization with similar responsibilities.

APPLICATION AND SELECTION PROCESS

To Apply: Qualified candidates please submit your resume online by visiting our website at www.watersconsulting.com/recruitment. This position is open until filled; however, the first review of applicants will take place approximately **May 29, 2009**. For more information please contact **Andrea Sims** by calling 216.397.2971. Final candidate interviews with City Council will take place in July 2009, with the successful candidate expected to adhere to the City's residency requirement within 6 months of their appointment.

**The City of Troy, Michigan is an Equal Opportunity Employer
and values diversity at all levels of its workforce!**

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.



TOWN HALL MEETING CITY MANAGER – EXECUTIVE SEARCH

AGENDA

TUESDAY, MAY 12, 2009

5:00 PM – 7:00 PM

TROY COMMUNITY CENTER (248) 524-3484

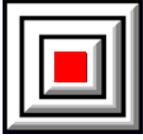
ROOM NUMBER 302

3179 LIVERNOIS

TROY, MI 48084

1. Welcome and Introductions: Moderator Lori Grigg Bluhm, City Attorney
2. City Manager – Executive Search Process: Andrea Sims, Waters Oldani
Additional information pertaining to the search process is available on the City of Troy Web Page – www.troymi.gov
3. Public Input
4. Closing Remarks: Lori Grigg Bluhm

NOTICE: Persons with disabilities needing accommodations for effective participation in this meeting should contact the City Clerk at (248) 524-3316 or via e-mail at clerk@troymi.gov at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.



**THE WATERS
CONSULTING
GROUP, INC.**

TO: City of Troy

FROM: Andrea Sims

SUBJECT: Recruitment for the City Manager

The City of Troy has selected the Waters-Oldani Executive Recruitment, a Division of The Waters Consulting Group, to assist with the executive recruitment of your next City Manager. I will be the Lead Consultant.

The purpose for the questionnaire is to seek information for the development of a profile for determining the optimal candidate for City Manager as well as the current issues that he/she will be expected to address in his/her first six to eighteen months:

1. Briefly describe your background and service with the City and your working relationship with the City Manager.
2. Identify what you consider to be the highest priority issues that the new City Manager must address in his/her first year of employment.
3. What programs, projects or processes would you like to see implemented or changed by the next City Manager?
4. Please provide any additional information that would be helpful to give Waters-Oldani Executive Recruitment a better understanding of the community, city organization, high-priority current issues, and the position of City Manager.

If you have questions, please contact me via email at asims@watersconsulting.com by Tuesday, May 12th.

Thank you for your assistance.

Scheduling Special Meetings with Executive Search Firm

Suggested Resolution

Resolution #2009-05-

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:

- 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 finalize interview questions and protocol.
- 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 Town Hall 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:

KEY ACTIVITIES AND DATES

CITY OF TROY CITY MANAGER SEARCH

April 27, 2009

Send draft advertising schedule to City Council members for approval prior to placing advertisement. Targeted approval date is April 28, 2009 for immediate placement of advertising.

Send WCG profile questions to City Council members for the recruitment brochure. Send profile development request to City Attorney for brochure development (Andrea, WCG)

April 29 – May 29, 2009

Post and advertise the position and begin resume review. (First review date is May 29, 2009)

May 4 - May 6

Prepare draft brochure (all sections with the exception of Current Issues) for review with City Council

May 11 and 12

Meet with City Council to gain a further understanding of the position, clarify expectations and the key issues with successful candidate will be expected to manage within his/her first year. Get approval of brochure PDF, draft marketing list and recruitment strategy. (Andrea & Council)

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. (Andrea Sims and council members who can attend the community meetings)

May 18 – 29

Direct Marketing of the Recruitment Brochure (national mailing – email and hard copy). Brochure will be posted on WCG website and emailed to those that have applied to-date.

June 1 - June 12

Review applicant resumes, request that they complete a Candidate Questionnaire and the respond to WCG Due Diligence Questions. Conduct telephone interviews with the most

promising candidates. The most promising candidates will also complete the WCG Career Navigation Test and have LEXIS/NEXIS checks (Andrea Sims, WCG)

June 15

Submit notebooks to the City Council that will include a review of all the candidates and Andrea's rationale for selecting the best candidates. (Andrea Sims, Selection Committee)

June 22

Meet with City Council in closed session to review material and agree on finalists to be scheduled for interviews. (City Council and Andrea Sims)

June 23

Contact finalists and schedule interviews. (Andrea Sims, WCG)

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. (Finalists, Andrea Sims, WCG)

Continue background investigations. (Andrea Sims, WCG)

July 6

Finalists' written plans of action are due. Background investigation reports (Credit, Criminal, Civil, and Motor Vehicle Records), References are included in the WCG Candidate Profile Books (Finalists, Andrea Sims, WCG)

July 6

Meet with City Council to conduct interview training and select a set of structured interview questions. (City Council and Andrea Sims, WCG)

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 Andrea Sims)

July 8

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

July 9

In a public meeting, the City Council will deliberate and select a new City Manager (narrow to one preferred, one alternate CM), contingent upon completion of any additional reference and background checks, negotiation of contract and a starting date. (Council and Andrea Sims)

July 14-21

Make offer to hire, negotiate contract and a starting date. (Candidate, Council and Andrea Sims, WCG)