



Agenda

Special Meeting of the City Commission

City of Kalamazoo

Monday, January 14, 2013

7:00 p.m.

City Hall – City Commission Chambers – 241 West South Street

- A. CALL TO ORDER/ROLL CALL**
- B. DISCUSSION/ACTION ITEMS**
 - 1. Executive Search Firm Proposals and Selection Process
- D. CITIZEN COMMENTS**
- E. MISCELLANEOUS COMMENTS AND CONCERNS BY COMMISSIONERS**
- F. ADJOURNMENT**



Commission Agenda Report

City of Kalamazoo

Date: **01/14/13**

Item **B1**

TO: The City Commission

FROM: Mayor Hopewell, Vice Mayor McKinney, and Commissioner Cooney
Prepared By: Scott Borling, City Clerk

DATE: January 11, 2013

SUBJECT: Executive Search Firm Proposals and Selection Process

RECOMMENDATION

The Consultant Evaluation Panel recommends that the City Commission take the following actions regarding the executive search firm proposals and the process for selecting a search firm to recruit candidates for the City Manager position:

- 1) endorse Bob Murray & Associates, Colin Baenziger & Associates, and Strategic Government Resources as the top three firms based on the written proposals;
- 2) determine to interview the top three firms prior to making a final selection;
- 3) approve the following topics as guidelines for the development of questions to ask each firm during the interviews:
 - methods for obtaining diversity in candidate pools;
 - how the search firms create their position profiles for recruiting;
 - what makes each search firm unique;
 - how the search firms will match candidates to the position profile and select candidates to present to the City Commission;
 - the avenues and resources that will be used for recruiting;
 - the search firm's access to special/proprietary recruiting networks;
 - additional topics and questions the Human Resources Director and Purchasing Director may recommend.

BACKGROUND

In the Fall of 2012, 11 executive search firms submitted proposals to recruit candidates for the City Manager position. On December 17, 2012 the City Commission appointed Mayor Hopewell, Vice Mayor McKinney and Commissioner Cooney to an Evaluation Panel to review the 11 proposals and reduce the number of proposals from 11 to no more than 3 for consideration by the entire Commission. On Thursday, January 10th the Evaluation Panel met and voted to recommend the proposals from Bob Murray & Associates, Colin Baenziger & Associates, and Strategic Government Resources for

final consideration by the City Commission. Regarding next steps in the process, the Panel is recommending the City Commission interview the three search firms prior to making a final selection. The City Commission should agree on standard questions to ask each of the firms, and to provide a starting point for discussion of these questions the Panel has recommended a set of topics on which questions could be based.

In addition to these recommendations, the Panel asked for staff assistance from the Human Resources Director and Purchasing Director to check the references of the top three search firms, to develop interview questions based on the topics specified by the City Commission, and to recommend additional questions based on their experience and expertise in this area.

(Note: the proposals from all 11 search firms are available on the City's website at the following location: http://www.kalamazoocity.org/portal/government.php?page_id=1010.)

COMMUNITY RESOURCES CONSULTED

No community resources were consulted. The Evaluation Panel meeting on January 10th was open to the public and was broadcast live on the Public Media Network.

FISCAL IMPACT

Below are the cost proposals for the top three search firms.

	<u>Professional Fee</u>	<u>Estimated Expenses</u>	<u>Total</u>
Bob Murray and Associates	\$ 16,500.00	\$ 7,500.00	\$ 24,000.00
Colin Baenziger & Associates*	\$ 21,500.00		\$ 21,500.00
Strategic Government Resources	\$ 17,500.00	\$ 6,500.00	\$ 24,000.00

*This firm charges a flat professional fee that includes expenses.

As these proposals are professional services, the primary consideration is the qualifications of the search firms. The City Commission is not bound by policy to accept the proposal with the lowest cost.

ALTERNATIVES

The City Commission has several options including, but not limited to: accepting the Evaluation Panel's top three firms but choosing more or fewer firms to interview; selecting three completely different firms to interview; and selecting a search firm immediately without interviews.

ATTACHMENTS

None