

## STAFF REPORT

**DATE:** October 26, 2010  
**TO:** City Council  
**FROM:** Councilmembers Greenwald and Krovoza  
Melissa Chaney, Human Resources Administrator  
**SUBJECT:** Update on RFP for Executive Search Firm and Process Related to City Manager Recruitment

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### **Recommendation**

Informational. Possible Council action following discussion of potential next steps.

### **Fiscal Impact**

Informational only.

### **Background and Analysis**

On August 31, 2010, the City Council directed staff to prepare and circulate a Request for Proposal (RFP) to solicit a qualified executive search firm to perform the City manager recruitment. Staff developed and circulated an RFP seeking, among other matters, qualifications, pricing, and timeline for completion of an executive search. The RFP was sent to known executive recruitment firms and placed on the City's web page. Responses were due on October 8, 2010.

Eleven search firms responded to the RFP. All eleven proposals were given to the City Council subcommittee (Greenwald and Krovoza) for review.

<b>Firm Name</b>	<b>Location</b>	<b>Fee</b>	<b>Expenses not to Exceed</b>	<b>Target Date for Hire of CM</b>
Mercer Group	Carbondale, Colorado	16,500	4,000	17 weeks
The Waters Consulting Group	Dallas, Texas	15,550	7,600	13 weeks
CityGate Associates, LLC	Folsom, California	13,000	9,000	18 weeks
Bob Murray & Associates	Roseville, California	22,000	5,500	17 weeks
CPS	Sacramento, California	15,000	6,700	16 weeks
Ralph Anderson & Assoc	Rocklin, California	22,000	5,500	17 weeks
Peckham & McKenney	Sacramento, California	16,000	7,500	14 weeks
The Novak Consulting Group	Cincinnati, Ohio	21,750	3,000	17 weeks
William Avery & Associates	Los Gatos, California	17,500	6,496	16 weeks
Alliance Resource Consulting	Long Beach, California	17,000	7,500	12 weeks
<b><u>Did Not Comply with Format</u></b>				
Wilcox Miller Nelson	Sacramento, California	14,000	500	11 weeks

The City Council subcommittee met to review the proposals on October 15, 2010 and agreed to conduct preliminary interviews with the following three Executive Search firms via phone on October 21 and 22, 2010.

Peckham & McKenny  
Ralph Anderson & Associates  
Alliance Resource Consulting

The Council subcommittee is tentatively planning to conduct a more formal interview process on November 19, 2010. Based on the outcome of the phone interviews, the Council subcommittee will make recommendations to either move forward to interview all or some of the three firms above, or will invite additional candidate search firms to interview on November 19, 2010 if needed.

The Subcommittee and staff find that these three firms had the most relevant experience. . The Subcommittee reviewed the RFP responses with an eye toward selecting a firm with experience placing city managers in destination and high-tech communities, university towns, and towns with a strong population of working professionals. However, the Subcommittee invites the full Council to comment on any of the RFPs to aid the Subcommittee's consideration of the best possible firm.

Based on the RFP, the current expectation is that the Executive Recruitment firm will be responsible for working with the Council to fulfill the following scope of work. Council may decide to negotiate a modified scope of work. Specifically, the Subcommittee invites Council comment on how the Executive Recruitment firm will assist the Council in the following areas anticipated scope of work:

1. Develop a recruiting specification, in conjunction with the Davis City Council recruitment sub-committee and/or the full Council, and other key individuals that may be selected by the City, that addresses the specific duties, responsibilities, operational issues, education and training, leadership qualities, and other factors that are relevant to the City Manager position.
2. Coordinate all stages of the process with the Council sub-committee and/or full Council, with the collaboration of key staff such as the City Manager's Office and Human Resources.
3. Assist Council in the involvement of other key stakeholders in the process.
4. Translate the City Council's requirements into a detailed recruitment brochure, to encompass a nation-wide search, with recruiting activities including targeted mailings, selected advertising, networking and direct inquiries, and use of consultant's knowledge of candidates from other searches.

5. Assist the City Council in screening the initial pool of applicants to an appropriate number of semi-finalists. Provide the Council with summary reports on all semi-finalists and respond to Council questions.
6. Work with the City Council to narrow the semi-finalist group to finalist candidates, to determine an appropriate interview process, and to discuss preliminary terms of an employment agreement.
7. Conduct in-depth interviews, detailed background investigations, and verify references and credentials of finalists. Prepare a detailed report on each finalist. Assist the City Council with their candidate interviews.
8. Coordinate and/or conduct any additional assessments and background investigations as directed by the City Council. This could include a site visit to the workplace of finalist candidates, to speak to references and other relevant individuals in-person.
9. Assist the City in the negotiation of an employment agreement with the final candidate, as directed by the City Council and coordinated with Human Resources and the City Attorney's Office.