



City of Grand Island

Tuesday, March 13, 2007

Council Session

Item G11

**#2007-58 - Approving Contract for City Administrator
Recruitment**

Staff Contact: Brenda Sutherland

Council Agenda Memo

From: Brenda Sutherland, Human Resources Director

Meeting: March 13, 2007

Subject: Contract for Services to Conduct City Administrator Recruitment

Item #'s: G-11

Presenter(s): Brenda Sutherland, Human Resources Director

Background

January 15, 2007, City Administrator, Gary Greer, gave notice to Mayor Hornady that he would be terminating his employment with the City on March 16, 2007. He later asked to accelerate his departure date and did so on February 9, 2007. The City has been operating under the direction of the Mayor since that time.

The position of City Administrator is a statutory position that is appointed by the Mayor with the approval of the Council and serves at the pleasure of the Mayor for the same term.

Discussion

The City has used different approaches for the recruitment and hiring of past City Administrators. The processes that have been used in the past to fill this position have consisted of in-house committees as well as the assistance of consulting firms. Consideration has been given to handling the search internally. The problem with that approach is the lack of outreach or access to the applicants that we would hope to reach. The last time this position was open the City used a firm called Kenexa to handle the recruitment and testing process for the City. The process was well managed and a highly qualified candidate was hired. I am recommending a similar process this time. However, due to the current market, I am recommending a consulting firm with experience in municipal executive searches. The City advertised an RFP for consulting companies that *specialize* in the recruitment of public sector executives.

The City received nine proposals from vendors. Administration is recommending contracting with The Mercer Group, Inc. to oversee the recruitment process to fill the City Administrator position. This company has been in the business of executive

recruitment for local governments for many years. The cost for services will be \$16,500 for the recruitment process plus expenses not to exceed \$8,000. The Mercer Group, Inc. was chosen because of the quality process they offer that includes a position profile, assessment testing and extensive background checks. Factors used to compare companies were; specialize in executive level recruitment in the public sector, provide an extensive screening process, provides a placement guarantee, provides professional services to identify a candidate profile, and provides extensive background checks. While the companies that submitted proposals were qualified in these different areas, some provided longer guarantees, more stringent screening and more impressive lists of placements as well as satisfied references.

Once the contract is approved, the process will begin immediately. The estimated time frame for filling the position will be 90 – 120 days. The contract is on file at the Clerk's office for review.

Alternatives

It appears that the Council has the following alternatives concerning the issue at hand. The Council may:

1. Move to approve
2. Refer the issue to a Committee
3. Postpone the issue to future date
4. Take no action on the issue

Recommendation

City Administration recommends that the Council approve the proposed contract with The Mercer Group, Inc.

Sample Motion

Motion to approve the contract with the Mercer Group, Inc. for the City Administrator search.



Dale M. Shotkoski, Assistant City Attorney

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Better Tomorrow, Today*

**REQUEST FOR PROPOSAL
FOR
CITY ADMINISTRATOR RECRUITMENT**

RFP DUE DATE: February 26, 2007 at 4:00 p.m.

DEPARTMENT: Human Resources

PUBLICATION DATE: February 9, 2007

NO. POTENTIAL BIDDERS: 8

SUMMARY OF PROPOSALS RECEIVED

The Brimeyer Group, Inc.
Hopkins, MN

The Mercer Group, Inc.
Santa Fe, NM

Bob Murray & Associates
Roseville, CA

McPherson & Jacobson, L.L.C.
Omaha, NE

Kuehl & Payer, Ltd.
Storm Lake, IA

The Par Group, LLC
Lake Bluff, IL

Bennett Yarger Associates
Sacramento, CA

Morrow & Associates, Inc.
Omaha, NE

The Water Consulting Group, Inc.
Dallas, TX

cc: Brenda Sutherland, Human Resources Director David Springer, Finance Director
Dale Shotkoski, Purchasing Agent Sherry Peters, Legal Secretary

P1147

RESOLUTION 2007-58

WHEREAS, the Human Resources Department solicited quotes for the recruitment of a City Administrator for the City of Grand Island; and

WHEREAS, The Mercer Group, Inc. of Santa Fe, New Mexico, submitted a quote for such project, such quote being in the amount of \$16,500.00 plus expenses not to exceed \$8,000.00; and

WHEREAS, it is recommended that The Mercer Group, Inc. be approved to provide such service at the above-stated price.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that the quote of The Mercer Group, Inc. of Santa Fe, New Mexico in the amount of \$16,500.00 plus expenses not to exceed \$8,000.00 for the recruitment of a City Administrator for the City of Grand Island is hereby approved as the best quote received.

BE IT FURTHER RESOLVED, that a contract by and between the city and such contractor be entered into for such project; and the Mayor is hereby authorized and directed to execute such agreement on behalf of the City of Grand Island.

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Adopted by the City Council of the City of Grand Island, Nebraska, March 13, 2007.

Margaret Hornady, Mayor

Attest:

RaNae Edwards, City Clerk