

# COUNCIL CITY MANAGER SEARCH COMMITTEE MINUTES

September 15, 1999

The Council City Manager Search Committee of the City of Mesa met in the lower level meeting room of the Council Chambers, 57 East 1st Street, on September 15, 1999 at 4:05 p.m.

## COMMITTEE PRESENT

Mayor Wayne Brown  
John Giles  
Dennis Kavanaugh

## COUNCIL PRESENT

Jim Davidson  
Keno Hawker  
Pat Pomeroy

## STAFF PRESENT

Kevin Adam  
Neal Beets  
Linda Crocker  
Mike Hutchinson  
Barbara Jones  
Ellen Pence  
Andrea Rasizer  
Becky Richardson  
Mindy White  
Kim West  
Others

## OTHERS

None

### 1. Consider a list of potential executive search firms.

Committeemember Brown advised that he has reviewed a list of potential executive search firms to assist the City of Mesa in locating candidates for the City Manager position. Committeemember Brown noted that he researched one of the firms, DMG-Maximus, and informed the Committee that both the City of Phoenix and the City of Glendale have utilized this firm and provided positive input relative to the firm's performance. Committeemember Brown stated the opinion that the list contains a number of qualified firms and requested input relative to this issue.

City Attorney Neal Beets referred to materials distributed to the Committee and stated that the proposed list contains the names of all of the firms that were included and starred on the City of Phoenix's executive search firm list. Mr. Beets noted that in addition, the names of firms recommended by the City of Fort Collins, Colorado, which recently conducted a similar search, are included. Mr. Beets stated that preference should be given to firms with experience selecting city managers for municipalities with minimum populations of 250,000 residents. Mr. Beets reported that a total of 13 Requests for Proposals (RFP's) will be issued to the firms included on the proposed list and commented that if half that number responds, and the list is narrowed down to half of the respondents, the Committee/Council will be

presented the names of a select list of possibly three or four executive search firms to consider inviting to participate in the interview process.

Committeemembers Brown and Giles concurred with Mr. Beets' comments.

Committeemember Kavanaugh noted that the proposed list includes the names of several firms which consistently advertise in The Nation's Weekly for candidates to fill top managerial positions in major cities across the country. Committeemember Kavanaugh expressed the opinion that the list contains a broad selection of qualified firms and indicated support for proceeding as outlined by Mr. Beets.

In response to a question from Vice Mayor Giles, Mr. Beets commented that additional executive search firms may be added to the list to receive an RFP and added that the response time would have to be amended to allow the firms sufficient time to provide the requested information.

Discussion ensued relative to the deadline for receipt of requested RFP's and information obtained by Committeemember Brown relative to the fact that a two-week RFP response time should be sufficient, rather than the 30-day time period previously discussed by the Committee.

Mr. Beets stated that in response to Committee direction, he will proceed with the mailing of the RFP's to all of the executive search firms contained on the list.

2. Consider a Request for Proposals for an executive search firm.

Committeemember Brown requested input from the Committee relative to this agenda item.

Committeemember Kavanaugh commented that staff has performed an excellent job in compiling the RFP and stated the opinion that the only issue remaining at this time is to determine the deadline date for submission of the RFP's. Committeemember Kavanaugh recommended that the response time be limited to two or three weeks rather than 30 days as previously discussed and added the opinion that this timeframe would allow sufficient time for the firms to prepare and submit their proposals.

Committeemember Giles indicated a preference for allowing a 30-day response time and stated the opinion that adequate time exists to provide this amount of latitude to the selected firms.

Councilmember Pomeroy commented that he works with an organization that performs superintendent and administrative searches and stated the opinion that two weeks is a sufficient amount of time in which to respond to an RFP. Councilmember Pomeroy added that the Committee may consider allowing the firms up to three weeks in which to respond but commented that firms interested in participating in the recruitment process should respond within a two-week period of time.

Councilmember Davidson concurred with Committeemember Giles and stated that he would prefer that the firms be allowed 30 days in which to respond to the City's RFP.

Committeemember Kavanaugh recommended that a deadline response date of two weeks (from the date of mailing) be approved by the Committee and included in the RFP.

Discussion ensued among the members of the Committee and Mr. Beets regarding this matter and Committeemember Brown recommended that the deadline date for receipt of the RFP's be Monday, October 4, 1999.

Mr. Beets informed the Committee that the RFP will direct the respondents to reply directly to Purchasing Director Sharon Seekins at the address provided and noted that Ms. Seekins possesses extensive experience in this area.

In response to a question from Mr. Beets relative to a City contact person for questions regarding the RFP's, Committeemember Brown requested that Mr. Beets be listed as the contact person for the City of Mesa and thanked him for his efforts.

Committeemember Brown recommended that the next meeting of the Committee be scheduled for Wednesday, October 6, 1999, prior to the Council Study Session, to review and consider the submitted proposals. Committeemember Brown also commented that the Committee may convene into an executive session and directed staff to post the possibility of this occurring.

3. General information and reports.

Committeemember Brown stated that there were no items of general information and/or reports to be discussed at this time.

4. Adjournment.

Without objection, the Council City Manager Search Committee adjourned at 4:27 p.m.

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Council City Manager Search Committee meeting of the City Council of Mesa, Arizona, held on the 15th day of September 1999. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this \_\_\_\_ day of \_\_\_\_\_ 1999

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BARBARA JONES, CITY CLERK