



WESTMINSTER
COLORADO

AGENDA

SPECIAL CITY COUNCIL MEETING

MONDAY, NOVEMBER 20, 2000 AT 7:00 P.M.

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Purpose of Special Council Meeting**
 - A. Contract for City Manager Recruitment Services**
- 4. Adjournment**

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE SPECIAL CITY COUNCIL MEETING
HELD ON MONDAY, NOVEMBER 20, 2000 AT 7:00 P.M.

PLEDGE OF ALLEGIANCE:

Mayor Heil led Council, Staff and the audience in the Pledge of Allegiance.

ROLL CALL:

Present at roll call were Mayor Heil and Councillors Dixon, Hicks, Kauffman, Merkel, and Moss. Also present were William Christopher City Manager; Martin McCullough, City Attorney; and Michele Kelley, City Clerk. Councillor Atchison was absent.

The Mayor stated the purpose of the Special Meeting was to consider a contract with The Mercer Group, Inc. for services related to the recruitment and selection of a City Manager.

CONTRACT FOR CITY MANAGER RECRUITMENT SERVICES:

A motion was made by Hicks and seconded by Moss to authorize the Mayor to execute a contract with The Mercer Group, Inc. for services related to the recruitment and selection of a City Manager, authorize expenditures of \$20,000 in 2000 for this contract, and charge the expenses to the appropriate 2000 City Council budget account. The motion carried unanimously.

ADJOURNMENT:

The meeting was adjourned at 7:10 P.M.

ATTEST:

Mayor

City Clerk



WESTMINSTER COLORADO

Agenda Memorandum

Date: November 20, 2000

Subject: Contract for City Manager Recruitment Services

Prepared by: Matt Lutkus, Deputy City Manager for Administration

Introduction

City Council action is requested to approve a contract with The Mercer Group, Inc. and authorize funding for services related to recruitment and selection of a City Manager. The expense for this activity, not to exceed \$20,000, was not included in the 2000 City budget. Services and payments under this contract will carry over into 2001, therefore, Staff will be recommending at a later date to carry forward a portion of the \$20,000 into 2001.

Summary

City Council previously requested that Staff send out Request for Proposals (RFPs) to firms who could assist in the recruitment and selection of a new City Manager. Four proposals were received from executive search firms. These were reviewed by Council and Staff and discussed at the Council's November 6 Study Session. Based on this review, Council selected The Mercer Group, Inc. for further consideration based on the thoroughness of their proposal, the level of services proposed, the experience of the individuals who would be working on this project, and the overall cost. The firm's president, James Mercer, was invited for an interview with City Council which took place on November 13, following Council's regular meeting.

Alternatives

Alternatives to the proposed action would be to reconsider the other proposals that were submitted for this project, or to seek out other firms who provide similar services.

Staff Recommendation

Authorize the Mayor to execute a contract with The Mercer Group, Inc. for services related to the recruitment and selection of a City Manager, authorize expenditures of \$20,000 in 2000 for this contract, and charge the expenses to the appropriate 2000 City Council budget account.

Background Information

Following Bill Christopher's announcement of his upcoming retirement, City Staff presented City Council with options related to the process that could be used to hire Bill's replacement. City Council made the decision at that point to hire a local government executive search firm with strong credentials in nationwide local government executive recruitment. City Staff prepared a draft Request for Proposals, which was then reviewed with Council and finalized. The RFPs were sent out to five firms that met the pre-selection criteria described above.

Four of the five firms: Mercer Group, the Oldani Group, DMG Maximus, and Ralph Anderson and Associates submitted proposals. The PAR Group sent a response stating that they were pleased to be given the opportunity to submit a proposal, but due to other commitments could not take on any new recruitment assignments at this time.

A summary of the proposed professional fees and expenses from each of the firms is as follows:

Firm	Professional Fee	Expenses Not-to-Exceed	Total
The Mercer Group, Inc.	\$12,500	\$7,500	\$20,000
Ralph Anderson & Assoc.	\$14,500	\$10,250	\$24,750
The Oldani Group	\$19,500	\$12,500	\$32,000
DMG Maximus	\$20,500	\$11,500	\$32,000

The proposal from The Mercer Group, Inc. meets the City's requirements for recruitment services as described in the RFP.

As outlined in the firm's proposal, the workplan for the process would include position analysis, recruitment, resume review, candidate screening, background investigations, candidate interviews with Council and negotiation and follow-up. The lead staff person from the firm on this project would be its President, James Mercer, who has more than 25 years experience in management consulting, and in recent years has conducted or assisted in the conduct of more than 250 executive searches. The firm is prepared to begin work on this project immediately.

City Council met and interviewed Mr. Mercer at the November 13 post Council meeting. Council directed Staff to place the contract on the November 20 Special Council meeting agenda to formally approve it.

Since funds were not budgeted in the 2000 City budget for this service, a contingency transfer will be required. Any contingency transfer required for 2000 will be addressed in the overall contingency transfer request, which will be considered by Council at the November 27 Council meeting.

Respectfully submitted,

William M. Christopher
City Manager

Summary of Proceedings

Summary of Proceedings of the Special City Council meeting held Monday, November 20, 2000.

Present at roll call were Mayor Heil and Councillors Dixon, Hicks, Kauffman, Merkel and Moss. Councillor Atchison was absent.

Council approved the contract with The Mercer Group for services related to the recruitment and selection of a City Manager and authorized the expenditure of \$20,000 in 2000 for this contract.

At 7:10 P.M. the meeting was adjourned.

By order of the Westminster City Council
Michele Kelley, CMC, City Clerk
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