



CITY COUNCIL SPECIAL MEETING AGENDA

December 5, 2016

6:00 p.m.

**Burien City Hall
Council Chambers
400 SW 152nd Street, 1st Floor**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. BUSINESS AGENDA**
 - a. Discussion and Potential Motion to Award Executive Search Firm Contract. 3.
- 4. ADJOURNMENT**

COUNCILMEMBERS

Lucy Krakowiak, Mayor	Bob Edgar, Deputy Mayor	Stephen Armstrong
Austin Bell	Lauren Berkowitz	Nancy Tosta
		Debi Wagner

**CITY OF BURIEN
AGENDA BILL**

Agenda Subject: Discussion and Potential Motion to Award Executive Search Firm Contract		Meeting Date: December 5, 2016
Department: Human Resources	Attachment: 1. Summary of Key Findings and/or Differences between Colin Baenziger & Associates and Waters & Company. 2. Proposals submitted in response to the Request for Proposal (Six firms).	Fund Source: General Fund Activity Cost: \$30,000 Amount Budgeted: n/a Unencumbered Budget Authority: n/a
Contact: Angie Chaufy, Administrative Svs Manager		
Telephone: (206) 248-5504		
Adopted Initiative: Strong City Organization	Initiative Description: Attract, retain, and develop employees through a competitive compensation and benefit package, employee development, and accountability.	
PURPOSE/ REQUIRED ACTION: The purpose of this agenda item is for Council to discuss and identify an executive search firm to conduct the recruitment and selection process for the City Manager position.		
BACKGROUND (Include prior Council action & discussion): Six firms submitted responses to the City's request for proposal to provide executive search services for the City Manager position. One was well below standard and was immediately eliminated. The remaining five proposals were reviewed for experience in conducting similar searches, credentials of proposed project team, proposed process, terms of warranty, website design, and cost. After narrowing the field to two firms, Colin Baenziger & Associates and Waters & Company, staff conducted telephone interviews with the proposed project managers and researched past performance conducting City Manager searches by contacting elected officials and staff who previously worked with the selected firms. Attachment 1 identifies key findings and/or differences between the two firms. A copy of all of the proposals received in response to the City's Request for Proposals are also attached for your review.		
OPTIONS (Including fiscal impacts): <ol style="list-style-type: none"> 1. Accept staff's recommendation to award the contract to Colin Baenziger & Associates. 2. Direct staff to award the contract to one of the other firms submitting a proposal. 3. Direct staff to schedule a follow-up meeting for Council to discuss the proposals further. 4. Take no action. 		
Administrative Recommendation: Direct staff to execute a contract with Colin Baenziger & Associates to perform recruitment and selection services for the City Manager position.		
Advisory Board Recommendation: N/A		
Suggested Motion: I move to direct staff to execute a contract with Colin Baenziger & Associates to conduct the recruitment and selection process for the City Manager position.		
Submitted by: Administration <input type="checkbox"/> City Manager <input type="checkbox"/>		
Today's Date: December 1, 2016	File Code: R:/CC/Agenda Bills 2016/120516cm-5 Executive Search Firm Selection	

Summary of Key Findings and/or Differences between Colin Baenziger & Associates and Waters & Company

Colin Baenziger & Associates

- Since 1998, company has conducted over 160 searches for municipal CEO's.
- Proposed Project Manager spent ten years in government as a senior manager and over ten years as a consultant. He has personally conducted more than 125 city and county manager searches (11 in WA State).
- Emphasis placed on getting to know the City and its needs and the candidates and their attributes.
- Project Manager hopes to establish a relationship with each candidate presented to Council in order to measure fit with the City and the organization.
- Project Manager initially takes a tour of the City to obtain a feel for the issues and culture of the City.
- Project Manager meets individually with Councilmembers, key staff, and key stakeholders, identified by Council, to learn about the City.
- Anticipated interview dates are published in the recruitment brochure.
- Firm identifies list of references needed from select candidates.
- After thoroughly vetting the applications, conducting initial interviews, checking references, and running an extensive background check, the company will present approximately eight candidates to Council for consideration. Council will receive an applicant report which includes the applicant resume, interview notes, reference notes, and internet research results with a focus on issues.
- Interview process includes time for each councilmember to meet one-on-one with each candidate in order to interact on an individual basis.
- In the last eight years, approximately 40% of the finalists presented were female or diverse. An average of 32% of the finalist hired were female or diverse.

Waters & Company

- Company has conducted over 460 public sector executive recruitments since 2011.
- Proposed Project Manager has over 15 years municipal Human Resources experience including recruitment, compensation, employee relations, training, and organizational management.
- Firm has handled tricky and/or obscure appointments (i.e. Roswell, Mankato). Hired new Chief of Police selection process in Sanford, FL, town in which Trayvon Martin was killed.
- Provides optional web-based community survey to solicit input regarding the desired characteristics of the ideal candidate from the community or staff. (\$1,650 additional.)
- Project Manager meets individually with Councilmembers, key staff, and key stakeholders, identified by Council, to learn about the City.
- Proprietary online application system allows the ability to conduct database inquiries for candidates based on characteristics important to the city such as geographic location and specific experience, expertise and qualifications.
- After initial review of applications, most promising applicants are asked to complete a Candidate Questionnaire to provide additional information about background and experience. Candidates complete recorded interview online.
- Selected resumes, questionnaire response, and recorded interviews are presented to Council.

ATTACHMENT 1

- Semi-finalists complete a candidate management style analysis to determine “fit” of the selected candidate. Council and/or staff can rate competencies in advance.
- Prior to semi-finalist stage, candidates are asked if a background check will reveal anything. Waters also runs an in-house media search to avoid surprises at the end. After identification of finalists, a complete reference check/background check, and academic verification is completed for each finalist.
- In the past three years, 26% of the semi-finalist candidates presented to Council were minorities and 21% were female. Of the resulting hires, 19% were minorities and 18% were female.

Attachment 2:

Proposals submitted in response to the Request for Proposal
(Six firms)

Are available for review at City Hall