



**CITY COUNCIL SPECIAL MEETING AGENDA**  
**September 30, 2013**

**6:00 p.m.**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. INTERVIEWS OF EXECUTIVE SEARCH FIRMS**

a. Prothman

Representative: Greg Prothman, President

b. The Waters Consulting Group, Inc.

Representative: Chuck Rohre, Senior Consultant

c. SGR

Representative: Tom Muehlenbreck, Senior Vice President

**5. ADJOURNMENT**

**COUNCILMEMBERS**

**Brian Bennett, Mayor      Lucy Krakowiak, Deputy Mayor      Jack Block, Jr.**  
**Rose Clark      Bob Edgar      Joan McGilton      Gerald F. Robison**

**City Hall, 400 SW 152<sup>nd</sup> Street, 1<sup>st</sup> Floor**

**City Hall, 400 SW 152<sup>nd</sup> Street, 1<sup>st</sup> Floor, 98166**

**CITY OF BURIEN  
AGENDA BILL**

<b>Agenda Subject:</b> Interviews of Executive Search Firms.		<b>Meeting Date:</b> September 30, 2013
<b>Departments:</b> Human Resources	<b>Attachments:</b> 1. <u>Executive Search Firm Presentation Questions.</u> 2. <u>Optional Interview Questions.</u>	<b>Fund Source:</b> General Fund
<b>Contact:</b> Angie Chaufy		<b>Activity Cost:</b>
<b>Telephone:</b> (206) 248-5504		<b>Amount Budgeted:</b> <b>Unencumbered Budget Authority:</b>
<b>Adopted Work Plan</b> <b>Priority:</b> Yes No <input checked="" type="checkbox"/> X	<b>Work Plan Item Description:</b>	
<p><b>PURPOSE/REQUIRED ACTION:</b> The purpose of this agenda item is for Council to interview three executive search firms in order to select a consultant to conduct the selection and recruitment process for the City Manager position.</p> <p><b>BACKGROUND (Include prior Council action &amp; discussion):</b> Council will interview the following firms to determine which firm will assist Council in the recruitment and selection of the next City Manager: Prothman, SGR, and Waters Consulting Group, Inc. Each firm will provide a short 10-minute presentation that will address the attached questions, after which Council will conduct a 30 minute question and answer period. The interview will conclude with the firm presenting a closing statement to Council.</p> <p>Selection of the successful firm will be made at the October 7, 2013 Council Meeting.</p> <p><b>OPTIONS (Including fiscal impacts):</b> N/A</p>		
<b>Administrative Recommendation:</b> N/A		
<b>Advisory Board Recommendation:</b> N/A		
<b>Suggested Motions:</b> N/A		
Submitted by: Angie Chaufy		
<b>Administration</b> <u>ae</u>	<b>City Manager</b> <u>CK</u>	
<b>Today's Date:</b> September 24, 2013	<b>File Code:</b> R:/CC/Agenda Bills 2013/093013cm-1 Exec Search Firm Interviews	

## Executive Search Firm Presentation Questions

Each firm has been asked to provide a 10-minute presentation that addresses the following specific questions.

1. What process would you use to gain a thorough understanding of our City culture, current and long term needs, and the type of candidate well suited for Burien?
2. How would you develop a recruitment strategy, including a formal announcement and/or brochure, and process to ensure our City and our City Manager opportunity “stands-out” and secures the best possible candidate pool?
3. What are the key traits of a successful city manager?
4. How do you evaluate community fit?
5. How do you evaluate organizational fit?
6. What unique recruitment tools does your firm offer?
7. What services, support and/or resources do you expect the City to provide throughout the recruitment process?
8. What is your method or process to search an applicant’s background?
9. How do you measure a successful recruitment effort?

## Executive Search Firm Optional Interview Questions

The optional interview questions below are for your consideration, in addition to other questions Councilmembers may feel are appropriate to ask based on the search firm's original proposal, their presentation, and/or response(s) to questions.

### Process

1. Throughout the recruitment process, how many individuals from your firm would we work with, who are the individuals, what would be their availability and what roles would they play?
2. If you perceived a difference in what you hear the Council saying they want in a City Manager and what you believe is necessary to be successful, how do you communicate that?

### Screening Process

3. What process would you use in order to determine the financial and budget abilities of a candidate?
4. What process would you use in order to determine the management style of a candidate?
5. What process would you use to determine the communication and leadership style of a candidate?

### Miscellaneous

6. What are your thoughts or suggestions regarding the timing of involving newly elected City Councilmembers?
7. Why should we choose your firm to conduct our City Manager search?