



CITY COUNCIL MEMORANDUM

To: Mayor Fasbender & Councilmembers
From: Julie Flaten, Interim City Administrator
Re: Approve Request for Proposals for Executive Search Firm for City Administrator Vacancy
Date: January 22, 2019

Council Action Requested:

Approve the Request for Proposals for an Executive Search Firm to assist with filling the City Administrator vacancy.

Background Information

Below is timeline to date of the process to fill the City Administrator Vacancy:

- November 21, 2018 Melanie Mesko Lee submits resignation as City Administrator effective January 4, 2019
- December 3, 2018 City Council accepts resignation of Melanie Mesko Lee
- December 7, 2018 Administrative Committee of Council meets to discuss recruitment process, job expectations, and Interim City Administrator appointment
- December 17, 2018 Julie Flaten appointed Interim City Administrator effective January 5, 2019
- January 4, 2019 Administrative Committee of the Council meets to review the job description, proposed Request for Proposals for an Executive Search Firm and proposed timeline

With the City Administrator position, Sections 3.10 and 3.11 of the City's Charter defines the role of the position and the duties of City Administrator. A job description has been created for the position and reviewed by the Administrative Committee of the Council. This job description will be finalized with the assistance of the selected search firm.

Upon approval of the Request for Proposals the City will begin to solicit proposals and follow the proposed timeline. The City will directly send the Request for Proposal to firms who have a known history and expertise in this area as well as publish the request with the League of MN Cities and on the cities website.

Proposed Timeline

Date	
Jan 22	Council approves recruitment for Executive Search services (public)
Jan 23	City solicits proposals for Executive Search services (public)
Feb 13	Executive Search services proposals due
Feb 14	City Administrative Committee is provided proposals to review
Feb 21 7:15 p.m.	Administrative Committee Meeting to discuss proposals
Feb 28 5 p.m.	Administrative Committee interview of firms (public)
March 4	Committee recommendation to City Council (public)
Early March	Search Firm chosen as consultant to proceed Council approves search firm and authorizes execution of a contract (public)
Mid-Late March	Consultant meets with Council and Staff (individually or as a group) to discuss candidate competencies sought (public if CC meets as a body)
Late April	Recruitment Profile completed and recruitment begins
Late May	Deadline for candidates to apply for the position. Search firm receives applications. They review, screen and evaluate candidates for semi-finalist status (candidate names non-public)
Early June	Final determination of process for semi-finalist status (candidate names non-public)
Mid- June	Semi Finalist process (candidate names non-public)
Late June	Search firm recommends potential finalists (candidate names non-public)
Early July	Council Workshop for Council to interview finalists (finalist names public)
Mid-Late July	Finalist interviews/tours Position offered to Finalist Council approves City Administrator employment contract and directs execution of contract
30-45 days later	New City Administrator starts employment with Hastings

Financial Impact:

Executive Search Firm costs will be paid from the General Fund

Advisory Commission Discussion:

N/A

Council Committee Discussion:

Administrative Committee of the Council on January 4, 2019

Attachments:
Request for Proposals

**REQUEST FOR
EXECUTIVE SEARCH CONSULTING SERVICES
TO SELECT A CITY ADMINISTRATOR
FOR THE
CITY OF HASTINGS, MINNESOTA**



Proposals due February 13, 2019

INDEX

SECTION	DESCRIPTION
I	General Information about Hastings
II	Consultant Responsibilities
III	Performance Specifications
IV	Submitting Proposals
V	Selection Procedure
VI	Proposed Timeline

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I. GENERAL INFORMATION ABOUT HASTINGS

A. City Organization

1. Hastings is an historic Home Rule Charter City with a Council-Administrator form of government located on the Mississippi River.
 1. Seven member Council with Mayor and two At-Large Councilmembers and Four Ward Councilmembers.
2. A full-time professional City Administrator administers the operations of the city with the assistance of seven department heads.
3. The number of regular full-time and part-time employees by department is as follows:

Department	#F/T	#P/T
Administrative Services	10	3
Building Safety	5	0
Community Development	3	0
Facilities	1	2
Fire/Emergency Medical (combination)	18	31 POC & 1 PT
Parks & Recreation	10	1
Police	34	3
Public Works	18	2
TOTAL	89	31 POC & 10 PT

B. City Operations

1. Hastings provides traditional municipal services such as police, Fire/EMS, street and utilities maintenance, park maintenance, planning and building inspections as well to a population of 23,000. Total budgeted expenditures for 2019 are \$31,577,975 including debt service.
2. The City of Hastings provides services over 11.18 square mile area. The Fire/EMS service encompasses approximately 150 square miles.

C. Organizational Culture and Position Vacancy

1. The City has a historically stable workforce with a strong culture of interdepartmental cooperation and collaboration.
2. The City Council values and has high regard for City staff and respect for the professional role staff brings to City services.

3. The City Council has adopted Norms of Expectations for a common understanding of communication among elected officials, staff, and the community.
4. The previous City Administrator resigned to accept a similar position with another community.
5. The City Council has appointed the Administrative Services Director as the Interim City Administrator during this recruitment process. The ASD has indicated that she is not interested in being considered for the City Administrator position. The ASD will be the primary staff liaison during the recruitment process.
6. The City Council wishes to undergo a comprehensive and transparent recruitment process that engages City Council, City staff, and the community.

II. CONSULTANT RESPONSIBILITIES

A. Process Development

The consultant will develop a recruitment proposal that will outline a comprehensive process to fill the vacancy in a timely manner acceptable to the City Council.

A. Advertising

The consultant will arrange for ads in the ICMA newsletter, LMC and the Alliance for Innovation. The consultant will also reach out to eligible professionals to share the opportunities of the position and community.

B. Applications

The consultant will accept applications and proactively communicate with interested candidates on process updates and developments.

C. City Assistance

1. The City Council will cooperate in providing information and scheduling meetings.
2. The Interim City Administrator will be the primary staff liaison to the consultant during the recruitment process.
3. City staff will assist in data collection and background information for a complete recruitment profile and related information.

III. PERFORMANCE SPECIFICATIONS**A. Scope of Services**

1. Evaluate the City's unique needs based on financial condition, existing programs, organization, etc. to determine appropriate areas of expertise required by candidates.
2. Evaluate the Mayor and City Council's expectations and use in the screening process.
3. Evaluate citizens', businesses', employees' (unions) and Commission members' needs and expectations.
4. How the consultant will maintain the City Council's schedule, adopted timeline, and confidentiality as required under Minnesota Data Practices.
5. Finalize job description and recruitment profile.
6. Meet with City Council and Senior Management Team members, which may include individual and/or group meetings.

B. Proposal and Communication Throughout Process:

1. The consultant will prepare 8 hard copies of the proposal and an electronic copy will be provided.
2. The consultant will recommend no more than 4 candidates to be considered as semi-finalists.
3. The consultant will propose a process by which semi-finalists will progress to finalist status.
4. The consultant will propose a communication strategy for City Council, City staff, and the community throughout the process which will include social media.
5. The timeline and communication throughout the process is an important factor and must be addressed in the proposal.

IV. PROPOSALS**A. Proposals must be submitted by 4:30 p.m. February 13, 2019 to:**

Julie Flaten, Interim City Administrator
City of Hastings
101 Fourth Street East
Hastings MN 55033

B. 8 hard copies and one electronic version of the proposal are required to be submitted.**C. The proposal shall include the following information:**

1. A statement of your understanding of the work, description of the approach, explanation of the procedures to be used, and timeline to successfully filling the vacancy.
2. Qualifications of the personnel proposed to supervise and perform the work. This should include biographies, including experience of the individuals who will be assigned to the work and relevant experience of each in working with municipalities. Please articulate the percentage of work and scope of work of each individual assigned to the process.
3. A listing of City Administrator vacancies and the cities that your firm has successfully provided consulting services to during the past three years, including references.
4. Provide a communication strategy throughout the hiring process.
5. Describe what role City staff is proposed to fulfill throughout the process.
6. The not-to-exceed fee for performing the work, including out-of-pocket expenses. Include a breakdown of this showing the hours to be worked by category of personnel, hourly billing rate, and total cost.
7. Indicate the fee payment schedule.

V. SELECTION PROCESS

- A. The proposal will be evaluated upon the following factors:
 1. Relevant experience of the firm.
 2. Reputation of the firm based on references.
 3. Qualifications of personnel to be assigned.
 4. Agreement to meet or exceed the performance specifications.
 5. Commitment to complete the process in a timely manner.
 6. Ability to communicate the work plans in an organized, clear and convincing manner.
 7. Estimated cost of the study.
- B. The Mayor and City Council may conduct oral interviews with some or all of the firms that submit proposals.

VI. TIMELINE

- A. Following is a proposed timeline developed by the City. The consultant should provide a more detailed timeline as part of the proposal, indicating if this timeline can be met.

**CITY ADMINISTRATOR RECRUITMENT
PROPOSED TIMELINE**

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