

REQUEST FOR CITY COUNCIL CONSIDERATION

Meeting Date: March 17, 2008

Agenda Item: 7(B)	Prepared By: Anthony L. Shoemaker, City Manager Date: March 6, 2008
Agenda Section: Business: Discussion	
Subject: Executive Search for City Manager - Selection of Semi-Finalists	Department: City Council

BACKGROUND:

City Council is asked to select the semi-finalists to be considered for selection as the next City Manager.

At the meeting of December 3, 2007, City Council approved the execution of a contract for executive search services with The Mercer Group, Inc. Tom D. Freijo, PhD, Senior Vice President of the Mercer Group, Inc., submitted for Council's consideration several search schedules. The search schedule approved by City Council is attached.

In accordance with the attached schedule, Dr. Freijo will present to Council information on the 12-18 best qualified candidates. Council is asked to select the 8-9 candidates with whom they are most impressed. When these selections are made, Dr. Freijo will conduct reference checks and background checks on the semi-finalists. At the April 7th meeting, Dr. Freijo will present an Interview Guide to Council with detailed information on 4-6 finalists and how to conduct the on-site interviews.

The final candidates will each be brought to Marco Island for direct one-on-one interviews with Councilors and others on April 14th and individual interviews with the Council as a whole on April 15. The Council will then be asked to rank the candidates.

RECOMMENDED ACTION:

Discussion and selection of semi-finalists.

Reviewed by Department Director

Reviewed by City Manager 

Council Action: Motion by:

Second by:

THE MERCER GROUP, INC.

Consultants To Management

CITY OF MARCO ISLAND EXECUTIVE SEARCH FOR CITY MANAGER SEARCH SCHEDULE OPTION C

[[This option involves the newly elected Council members in the process from the selection of Semi-finalists through the selection of the next City Manager.]

<i>Interview Council members (one-on-one, for one hour each) and top staff & collect local data</i>	<i>Dec 19</i>
Prepare Position Profile [The Position Profile will describe, based on the input from Council members, the community, the organization, desired qualifications and characteristics being sought, etc.] The Position Profile will be e-mailed to Council members prior to the Jan 7 meeting for their review.	Dec 20 – Dec 31
<i>Meeting with full Council re search schedule, salary range, Position Profile, desired number of finalists, etc.</i>	<i>Jan 7 (45 min.)</i>
Advertise/Recruit	Feb 1 – Mar 1
Screen Applicants [The Search Consultant will conduct preliminary screening to eliminate those applicants who are clearly not qualified.]	Mar 2 – Mar 14
<i>Meeting with full Council to select Semi-finalists [The Search Consultant will present to the Council information on the 12-18 best qualified candidates. The Council will select the 8-9 with whom they are most impressed.]</i>	<i>Mar 17 (2 hrs.)</i>
Conduct reference checks and background checks on Semi-finalists	Mar 18 – Apr 4
<i>Present Interview Guide to Council (Detailed information on 4-6 finalists and how to conduct the on-site interviews)</i>	<i>Apr 7 (45 min.)</i>
<i>Council and others conduct interviews with finalists</i>	<i>Apr 14 – Apr 15</i>
<i>Council makes selection</i>	<i>Apr 15</i>

NOTE: Entries in *bold italics* represent activities where the Search Consultant will meet with the *Council*.

Search Consultant
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