



City of Blaine Anoka County, Minnesota

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WORKSHOP ITEM - *Joe Huss, Finance Director*

REVIEW STAFF ANALYSIS AND RECOMMENDATION FOR EXECUTIVE SEARCH FIRM

In January, Council requested staff to seek proposals to conduct an executive search process to fill the City Manager position. Staff developed a Request for Proposals (RFP) and solicited proposals through a process that included both direct contact of firms and an advertisement in the League of Minnesota Cities Bulletin. In total, seven (7) proposals were received. Of the seven, two firms, Strategic Government Resources (SGR) and Springsted/Waters (SW), stood out as being eminently qualified and staff conducted interviews with those two firms. The two firms were evaluated in the following eight categories:

- Price
- Client Base/References
- Recruitment Process
- Subject Matter Expertise
- Local Recruiting Presence
- National Recruiting Presence
- Proximity to Blaine
- Staff Involvement

Of the eight categories listed above, SGR was considered superior in four (Client Base/References; Recruitment Process; Subject Matter Expertise; and National Recruiting Presence) while SW was considered superior in three (Price; Local Recruiting Presence; and Proximity to Blaine). Neither firm was considered to have an advantage in the Staff

Involvement category.

SGR's price to conduct the search is \$26,500, while SW's price is \$22,000. As noted in the RFP, the proposed cost to the City, while not the determinative factor, is of importance. Thus, the categories were also weighted by level of importance, and the two firms were evaluated by this weighted average scoring system as well. The weights assigned are as follows:

- Price - 25%
- Client Base/References - 20%
- Recruitment Process - 12.5%
- Subject Matter Expertise - 12.5%
- Local Recruiting Presence - 10%
- National Recruiting Presence - 7.5%
- Proximity to Blaine - 7.5%
- Staff Involvement - 5%

The weighted scores resulted in SGR receiving a score of 55 and SW a score of 45. Using these scores and evaluation methods, staff is recommending that the Council approve a motion at this evening's Council Meeting authorizing the Mayor and City Manager to enter into an agreement with SGR to conduct an executive search for the next City Manager of Blaine.

Staff is seeking Council feedback on the recommendation to contract with SGR to conduct the search to fill the City Manager position.