

MINUTES OF THE SPECIAL MEETING OF THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF CHANDLER, ARIZONA, held on Monday, March 9, 2015 in the Council Conference Room, 88 E. Chicago Street, Chandler, Arizona.

The meeting was called to order by Mayor Tibshraeny at approximately 6:08 p.m.

The following members were present:

Jay Tibshraeny	Mayor
Kevin Hartke	Vice Mayor
Terry Roe	Councilmember
René Lopez	Councilmember
Nora Ellen	Councilmember (telephonic)
Jack Sellers	Councilmember
Rick Heumann	Councilmember

Staff present: Marla Paddock, City Clerk; Rich Dlugas, City Manager; Kay Bigelow, City Attorney; Debra Stapleton, Human Resources Director.

Ms. Stapleton said 5 firms were solicited for their interest in submitting proposals for the recruitment of the City Manager. All five responses were before the Council. She believed the recruitment would be under \$30,000. Once a selection is made for the consultant, the recruiter will conduct interviews with identified stakeholders in order to develop a profile for the recruitment and brochure. The brochures are typically posted on the websites and the applicant is directed to the Executive Search firm.

She explained the recruiters often have a database of candidates from previous searches, along with “cold-calling” potential candidates.

The Vice Mayor asked how much overlap of potential candidates the recruiters might each have. Ms. Stapleton gave an example of Murray & Associates that recently did the Tucson recruitment and will likely have a cadre of candidates, but feels the position is a small pool. She noted an advertisement will be done through ICMA.

Ms. Stapleton said a typical application period could be 30 days. The recruiter will then screen the applicants in attempt to come up with a pool of candidates based on the attributes identified. The number of semi-finalists could be anywhere between 5-20, where ever the recruiter feels they can draw the line. She said historically, a pool is between 6-8 “A” list applicants. The recruiter will meet with the Council to review the candidates and then that group can be narrowed down if needed. She said for the last recruitment there was an employee panel, citizen panel and then council interviews. A “meet and greet” can also be arranged. Vice Mayor expressed his interest in holding a Q&A type forum as done with the Assistant Manager recruitment. Mayor commented at this point the process needs to be flexible and those issues can be determined when the final candidates are identified.

Ms. Stapleton provided a spreadsheet listing the expenses and elements of the proposals. She noted “expenses” usually include advertising, consultants travel, mailing, etc. Ms. Stapleton commented that it is preferred to receive a not to exceed amount on expenses. She noted applicant travel is not included in expenses. She discussed the “guarantee” provided in the event the chosen candidate leaves for any reason.

Councilmember Ellen said she particularly like the option of having video interviews. Ms. Stapleton explained two of the proposals offered the video interviews whereby the recruiter would interview the semi-finalists and before they are brought out, they would provide a video interview of the applicants for the benefit of seeing the individual before bringing them out.

The Council expressed their interest in receiving additional information from the firms of CPS Consulting and Bob Murray & Associates. The Mayor reiterated that Council would like to see a final "not to exceed" amount, a 24 month guarantee on a resign or release from Murray & Associates. Councilmember Heumann said he would like to know how many of the candidates placed were internal candidates. The Mayor asked the Council to get any remaining questions to Ms. Stapleton quickly so the Council could meet on Thursday at 5 p.m. to make a final recommendation to staff.

Adjournment: The Mayor adjourned the meeting at 6:55 p.m.

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

Approval Date of Minutes: March 26, 2015

#### CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Special Meeting of the City Council of Chandler, Arizona held on March 9, 2015. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this \_\_\_\_\_ day of March 2015

\_\_\_\_\_  
City Clerk