

1. Agenda

Documents:

BOMC-3-7-18-SCWS-AGENDA.PDF

2. Meeting Called To Order/Adoption Of Agenda

3. City Manager Search Process

Documents:

CMSEARCHPROCESS.030718.PDF

4. Adjournment



**BOARD OF MAYOR AND COMMISSIONERS
SPECIAL CALLED WORK SESSION
March 7th, 2018
6 p.m.**

AGENDA

- Item No. 1 Meeting Called to Order
- Item No. 2 Adoption of Agenda
- Item No. 3 **City Manager Search Process**
The Board of Mayor and Commissioners will review the city manager search timeline and process. Will include discussion of recruiting firm selection and review of position description and job documents.
- Item No. 4 Adjournment

DRAFT – For Discussion Purposes Only
Avondale Estates City Manager Candidate Search and Selection Process

Goals:

- *To develop and conduct an open, fair and transparent City Manager (CM) selection process that aligns with both the short term and long term priorities of the city.*
- *To engage with an experienced third-party firm to provide consultation and candidate search services to the city.*
- *To review and update the current City Manager position documents and salary range expectation.*

What	Who	Timeline
Review third-party firm information for CM search process. <ul style="list-style-type: none"> - Review list of referrals from GMA. - Review “Request for Info” responses received from firms. - Determine budget and scope of services to include updating position information and search services. - Determine additional info required for choosing a search firm. 	BOMC, City Staff	March 7 BOMC Special Called Work Session
Determine final Search Firm, Scope of Services and Budget <ul style="list-style-type: none"> - Send agreement to City Attorney to review 	BOMC	March 21 BOMC Regular Work Session
Approve the firm’s service agreement as reviewed by the City Attorney.	BOMC, City Staff	March 26 BOMC Meeting

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Avondale Estates City Manager Candidate Search and Selection Process

<p>Consulting firm to lead and begin CM search process and involve stakeholders as appropriate.</p> <ul style="list-style-type: none"> - Develop work plan and deliver services according to scope as determined by BOMC. - Facilitate position updates, documentation, confidential communications, phone screens, candidate questionnaires, interviews and selection related services. - All interested candidates should be referred to the firm process. - Conduct services in line with best employment practices and legal requirements. 	<p>Consulting Firm</p>	<p>April => TBD</p>
<p>Regular public updates as to CM search progress as appropriate.</p>	<p>BOMC</p>	<p>April 18 Regular Work Session and ongoing</p>
<p>Additional steps, workplan, and timeline prepared by third party firm.</p>	<p>BOMC, Consulting Firm</p>	<p>Ongoing</p>