

MINUTES

AD HOC CITY MANAGER SEARCH ADVISORY COMMITTEE

City of Des Moines

North Conference Room, 21630 11th Avenue South

February 4, 2016

CALL MEETING TO ORDER

The 2016 Ad Hoc City Manager Search Advisory Committee meeting was called to order at 9:45 p.m. by Mayor Matt Pina.

ROLL CALL

Council present: Mayor Matt Pina; Mayor Pro Tem Vic Pennington; Councilmember Dave Kaplan.

Staff present: Human Resources Manager Maureen Murphy.

SELECTION OF CHAIR

Councilmember Kaplan was elected as Committee Chair.

EXECUTIVE RECRUITMENT FIRMS

Ms. Murphy presented a comparison of the proposals, supplemental questionnaire responses, and reference checks for the following finalist executive search firms: Bob Murray and Associates, Colin Baenziger and Associates, Strategic Government Resources (SGR), and Waters Consulting Group. After discussing the merits of each firm, the Committee reached a consensus that SGR was to recommend that the Council authorize staff to enter into a contract with SGR. The Committee asked that the item be placed on the consent agenda for the City Council meeting on February 11, 2016.

CITY MANAGER JOB DESCRIPTION UPDATE

The Committee reviewed the draft update to the City Manager job description that Ms. Murphy had prepared, and made several additional revisions. The Committee asked that Ms. Murphy share the draft with the full Council.

ACTION ITEMS

No formal action was taken.

The meeting was adjourned at 10:15 p.m.

Respectfully submitted,

Maureen Murphy
Human Resources Manager