

RESOLUTION R 3165

A RESOLUTION OF CITY COUNCIL OF THE CITY OF KIRKLAND AUTHORIZING AND DIRECTING THE MAYOR TO SIGN ON BEHALF OF THE KIRKLAND CITY COUNCIL THAT CERTAIN LETTER AGREEMENT WITH JENSEN-OLDANI & ASSOCIATES, INC., TO ASSIST THE COUNCIL IN CONDUCTING A SEARCH FOR CITY MANAGER CANDIDATES.

Whereas, the City Council desires the assistance of professional management and human resources consultants to assist it in conducting a search for qualified city manager candidates; and

Whereas, from a series of interviews held by the City Council with a number of such professional consultant organizations, it was determined that Jensen-Oldani & Associates were so qualified to assist the council and willing to do so, now, therefore,

Be it resolved by the City Council of the City of Kirkland as follows:


Section 1. The Mayor of the City of Kirkland is hereby authorized and directed to sign on behalf of the Kirkland City Council that certain letter agreement with Jensen-Oldani & Associates, Inc., copy of which is attached to the original of this resolution and by this reference incorporated herein.

Passed by majority vote of the Kirkland City Council in regular, open meeting this 1st day of April, 1985.

Signed in authentication thereof this 1st day of April, 1985.


MAYOR

ATTEST:


Director of Administration & Finance
(ex officio City Clerk)



**Jensen-Oldani
& Associates Inc.**

Comprehensive
Management &
Human Resources
Consultants

March 27, 1985

Mayor Doris Cooper
The City of Kirkland
123 - 5th Avenue
Kirkland, Washington 98033

Dear Mayor Cooper:

Jensen-Oldani & Associates, Inc. is pleased to submit this Proposal of Services to assist the City of Kirkland in conducting a national search for its' City Manager. This proposal is based on our recent conversations with you, Allen Locke, Retiring City Manager and City Council. It will outline the project areas, background of the position, our approach and the estimates of time and cost to complete the project. Prior to embarking on this assignment it will be necessary for us to meet with you, the current City Manager, City Council members and selected department heads so that we may adequately develop the candidate requirements.

Our involvement in recent searches for the City Managers of the City of Bellevue, the City of Plano, Texas; and the Assistant City Managers for the Cities of Plano and Austin, Texas, and our knowledge of current organizational activities should aid in the search process. Primary liaison or activity will be through the Mayor's immediate staff, with administrative support on the search activity being supplied by Mr. Allen Locke, retiring City Manager and Ms. Annette Wine, Personnel Manager.

BACKGROUND:

The City of Kirkland, population approximately 22,000 is a growing resident and commercial suburb of the Greater Seattle area. The City has enjoyed an outstanding reputation as a well managed municipal government and has long term service from the out-going City Manager and members of the City Council. Mr. Allen Locke has been City Manager for the last eighteen years and will be retiring from that position on or before July 1, 1985. The City of Kirkland is known for high quality of environment and life style and is committed to maintaining a well-defined, moderate growth plan. The City is intent on maintaining its' reputation for low density, open environment, and managed growth. The City reflects a mixture of traditional/long term Northwest residents and an influx of younger, business-oriented individuals.

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Every effort will be made to develop candidates who have corresponding management and growth philosophies that are consistent with the patterns established by the citizens and City Council of Kirkland. While there are no declared internal candidates, all such individuals will be considered on an open and competitive basis should they apply.

OUR APPROACH:

Jensen-Oldani & Associate's charter will be to identify, attract, screen and thoroughly research the backgrounds and qualifications of candidates for presentation to the Mayor and Selection Committee.

The search will be conducted following these steps:

1. Position Analysis, Research and Notification of Potential Candidates.
2. Candidate Interview and Screening.
3. Candidate Evaluation, Selection and Profiling/Referencing.
4. Presentation to the City of Kirkland.
5. Job Offer and Negotiation.

Our first step will be to conduct in-depth discussions with you, the City Manager, City Council and key Department Heads to develop a detailed Recruiting Specification. Once individual sessions with key personnel have been accomplished, we will review the draft specification with you to solidify the information. Interviews with Department Heads would be conducted to gain additional background information on current activities so that we may impart closer detail to prospective applicants. We will also assemble additional information (budgets, organizational charts, annual goals and comprehensive plans) to aid in the recruitment process. We will use the Specification as a benchmark against which to evaluate candidates. Our activities will be conducted within the confines of the City of Kirkland personnel policy and we will keep appropriate records to ensure compliance with Affirmative Action requirements. Our campaign to identify potential candidates will take the following course:

- a) Direct information mailing to key associations/organizations throughout the country, but with strong emphasis on municipalities that closely profile Kirkland's growth patterns and projected needs.
- b) Selected advertising through national publications and professional associations such as International City Manager Association (ICMA) and Association of Washington Cities (AWC), National Association of Counties (NACO) and Jobs Available.
- c) Networking through contacts with various professional associations, and related organizations throughout the nation.
- d) Use of our knowledge of candidates from recent national searches in the field as potential sources of referral and interest.

If normal advertising is to be used as a means of recruitment, copy will be agreed upon jointly and budget guidelines established. Placement of such

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advertising will also be approved by you. All aspects of this process will be designed specifically to respond to the City of Kirkland's needs. For instance, if the Council is particularly interested in candidates with specific functional experience (finance, land use and development, police and fire services, etc.) extra measures will be taken to identify and attract such individuals.

Once prospects have been identified, we will conduct telephone interviews to further qualify viable candidates. Preliminary reference checks will also be conducted, if possible, at this time. We will conduct in-person interviews once mutual interest and qualifications have been established.

Any travel required for these interviews will first have been approved by the City of Kirkland. Records of contacts and activity will be available for audit at all times by the City of Kirkland. We will also provide a synopsis of the backgrounds of all the candidates who qualify for semi-final interviews. This is normally ten to fifteen people.

Detailed written reports, including references, will be provided on each of the top candidates. These will be of the same format and quality as discussed during our presentation to you and the City Council. Six to ten references will be presented for your consideration on each finalist along with academic and professional credential checks.

We would plan on presenting three to five qualified candidates for the position. If for some reason these candidates withdrew or were deemed unacceptable, we would continue to seek additional candidates until such time as you were satisfied that a suitable number of individuals had been presented. Jensen-Oldani would maintain a list of the top ten semi-finalists from which to draw. We will ensure that a full review of candidate write-ups is conducted with you before the final reviews.

Jensen-Oldani will assist in making the arrangements for interviews of final candidates. Although negotiations with the finalist would be the responsibility of the City of Kirkland, we would help to establish the framework of negotiations by clearly identifying the desirable requirements and features of an employment relationship. We would serve as a facilitator to keep negotiations active throughout this period and would act as direct intermediary to whatever extent you desire.

Our record of success in public sector searches is such that we are confident in assuring you that should an acceptable candidate not be found, or if the person selected be terminated for cause within the first year, we will continue to work on your behalf at no additional charge other than direct reimbursable expenses.

ESTIMATE OF TIME:

The search is expected to take sixty to ninety days to identify, screen, appraise and present qualified candidates for your evaluation. We are aware of your desire to avoid, if possible, any extended period of vacancy

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after Allen Locke's departure. Any time beyond that would depend largely upon your selection process and on the personal situation of the candidates with whom you are dealing. Tentative timetables, assuming the immediate commencement of the assignment, will approximate the following:

<u>Activity</u>	<u>Due Date</u>
1. Job Specification Interviews with City Council, City Manager Staff and Department Heads.	April 5, 1985
2. Placement of Ad Copy and Initial Networking	April 12, 1985
3. Marketing letter distribution	April 12, 1985
4. Pre-screening of Qualified Applicants Closing Date	May 1, 1985
5. Candidate Interview and Reference	May 31, 1985
6. Final Candidate Interview & Selection	Week of June 10, 1985

It may be possible to accelerate the timetable based on initial response patterns, the number and quality of candidates and the availability of City Staff for interview. This schedule should allow ample time to screen, select offer and have a candidate on board by July 15, 1985 or sooner.

COST ESTIMATES:

Our fee for this assignment will be \$12,500, based on 25% of the first years base compensation of \$50,000/year. An initial payment of one-third of the fee (\$4,166) is due to commence the assignment, an additional one-third due in forty-five days. The final payment would be due on completion of the assignment. Expenses directly related to the search (printing, postage, advertising, travel, etc.) will be billed monthly. All expenses must be pre-approved by the City. The City shall be responsible for all expenses associated for candidate travel and paid directly to the individual candidates.

The City of Kirkland shall have the right to cancel this assignment at will (prior to candidate presentation) but would be responsible for a fee of 1% of the total for each day worked plus related out-of-pocket expenses. In no case would the charge on a canceled assignment exceed 60% of the total estimated fee plus verifiable expenses. Should a candidate evaluated by Jensen-Oldani as part of this search be hired after cancellation, the full fee would be due.

SUMMARY:

It is our practice to conduct assignments on a team basis to ensure continuity. Jerry Oldani will serve as project lead with Bruce Jensen available to the Mayor's Office and staff throughout the process. We will make

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every effort to maintain a cost effective approach for this important search and to produce timely results. We do appreciate the interest and consideration shown to Jensen-Oldani as the City's search agent. We look forward to working with you, Allen, and City staff and to be of service to the City of Kirkland.

Sincerely,

JENSEN-OLDANI & ASSOCIATES, INC.



Jerrold Oldani
President

JO:jc

Proposal Acceptance:

Mayor Doris Cooper
City of Kirkland, Washington

Date



**Jensen-Oldani
& Associates Inc.**

Comprehensive
Management &
Human Resources
Consultants

March 28, 1985

Mayor Doris Cooper
City of Kirkland
Kirkland City Hall
123 - 5th Avenue
Kirkland, Washington 98033

Dear Mayor Cooper:

We were pleased to have had the opportunity to meet with you and Allen Locke briefly yesterday. The proposed contract we delivered should outline our process clearly for all Council Members. Annette Wine has also begun the scheduling of preliminary interviews with other Council Members and Department Heads.

Mayor Cooper, with regard to the schedule listed; we formulated the timetable based on Kirkland's initial advertised closing date of May 1, 1985. We strongly recommend that a more effective schedule would be the following:

<u>Activity</u>	<u>Date Due</u>
1. Job Specification Interviews with City Council, City Manager, Staff and Department Heads	April 12, 1985
2. Placement of Ad Copy and Initial Networking	April 19, 1985
3. Marketing Letter Distribution	April 19, 1985
4. Pre-screening of Qualified Applicants Closing Date	May 15, 1985
5. Candidate Interview and Reference	June 14, 1985
6. Final Candidate Interview & Selection	Week of June 24, 1985

This schedule will allow us to effectively conduct an appropriate marketing letter campaign and phone call follow-up without having an extremely narrow or limited time frame before closing date. This schedule will still have the goal of all candidate interviews with Council completed before the end of June and hopefully a selected individual on board prior to August 1, 1985. We believe this is a realistic estimate of time requirements based on our past search experience. The revised schedule would also allow additional public sector advertising sources to be utilized.

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We thank you and the Council for your consideration. A representative of Jensen-Oldani will be available for the Council meeting on April 1, 1985, should you desire. If Council approves these dates, please simply amend the contract by attaching this letter with your signature.

Sincerely,

JENSEN-OLDANI & ASSOCIATES, INC.


Bruce Jensen

JO:jc