#### ISHPEMING CITY COUNCIL SPECIAL MEETING

Tuesday, March 26, 2019 at 4:00 p.m.
Ishpeming City Hall, 100 E. Division Street, Ishpeming, MI 49849
City Hall Telephone Number: 906-485-1091

Meeting	Called	to	Order

Roll Call

Agenda Comment

#### **AGENDA ITEMS**

1. City Manager search and related considerations

Karl Lehmann Mayor



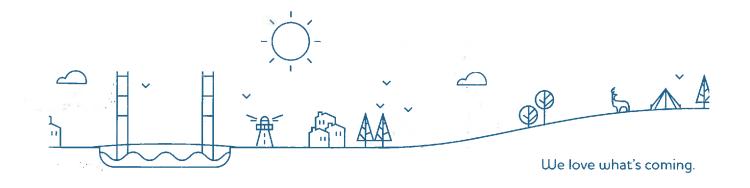
# EXECUTIVE SEARCH Service Overview





The Michigan Municipal League has been committed to providing the best possible advocacy, resources, and service to Michigan communities since 1899. We provide our members with the tools and knowledge they need to effectively manage and develop their communities. With the League's intimate knowledge of communities' needs and challenges, we are in a unique position to provide a comprehensive executive search service.

The executive search service is a resource offered to strengthen the quality of municipal government and administration through successful placement of public leaders. The League is invested in the community before, during, and after the search and is dedicated to a long-term partnership. A typical League search takes at least 120 days and is customized to the specific needs of the community.



### **Executive Search Overview**

#### **Typical Service includes:**

- Up to FOUR personal visits with the search facilitator
- Engagement of elected officials, department heads, and staff in the profiling process to facilitate consensus building around the necessary skills, knowledge, attributes, and team leadership expectations
- An extensive community profile and recruitment brochure
- Advanced marketing, including customized online advertising, targeted emails, and the League's social media
- Direct recruitment of passive candidates
- Personal pre-screening of viable applicants and reference checks
- Development of customized interview questions and the candidate selection format/process
- Assistance with the conditional offer of employment, background check, and contract negotiation

Package Price: \$17,000 for members and \$21,000 for nonmembers

#### **Enhanced Service includes:**

#### All Typical Services:

- Up to FIVE personal visits with the search facilitator
- Community roundtables during the profile processes
- Open house during interview process

Package Price: \$19,000 for members and \$23,000 for nonmembers





Up to THREE personal visits with the search facilitator, which includes one day dedicated to interviews

- A community profile and recruitment brochure
- Standard marketing and advertising
- Personal pre-screening of viable applicants and reference checks
- Development of customized interview questions and the candidate selection format/process
- Background check

Package Price: \$14,000 for members and \$16,000 for nonmembers

#### Optional Services (Priced per service in addition to package cost):

- Community outreach meetings and public forums
- Recruitment video
- Social event or non-traditional setting for candidate screening
- Background checks at point of interview
- Media packet with press releases provided for the local media at key points

## Services at a Glance

SEARCH TASKS	H TASKS Search Levels			
PROFILING PROCESS	Basic	Typical	Enhanced	
Engagement of Elected Officials	•	•	•	
Engagement of Department Heads and Staff		•	•	
Engagement of Community Members			•	
Review Compensation Package	•	•	•	
Standard Candidate Profile and Brochure	•	n/a	n/a	
Extensive Candidate Profile and Brochure		•	•	
ADVERTISING & MARKETING	Basic	Typical	Enhanced	
Placement in League Classifieds Website	•	•	•	
Standard Advertising (up to 3 job boards)	•	n/a	n/a	
Advanced Advertising		•	•	
Social Media Announcements	•	•	•	
Direct Recruitment of Passive Candidates		•	•	



SEARCH TASKS		Search Levels		
CANDIDATE SCREENING & SELECTION	Basic	Typical	Enhanced	
Pre-Screening Activities/Application Analysis	•	•	•	
Develop Standard Interview Format and Questions	•	n/a	n/a	
Develop Robust Interview Format and Questions		•	•	
Attendance During Interview Process	•	•	•	
Assist and Attend Open House Function			•	
Extend Conditional Offer w/ Sample Contract	•.	•	•	
Initiate Contract Negotiations		•	± 11 • ± 2	
Conduct Full 3 <sup>rd</sup> -party Background Check	•	•	•	
OUR GUARANTEE	Basic	ТурісаІ	Enhanced	
Our One-Year Guarantee		•	n/a	
Our Two-Year Guarantee			•	

