

RESOLUTION 2009- 70

ORIGINAL

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF SUNNYSIDE, WASHINGTON, APPROVING
RECRUITMENT CONTRACT WITH PROTHMAN COMPANY
FOR FINANCE DIRECTOR**

WHEREAS, the City Council has determined that Prothman Company will recruit a person qualified and able to perform the duties of Finance Director of the City of Sunnyside; and

WHEREAS, the City Council and Prothman Company have negotiated a recruitment contract that represents the scope of work and associated professional fees and expenses; and

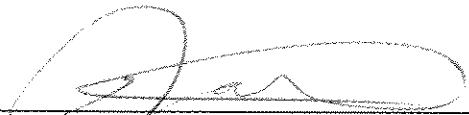
WHEREAS, the City Council finds and determines that approval of such contract is in the best interests of residents of the City of Sunnyside and will promote the general health, safety and welfare.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYSIDE, WASHINGTON, as follows:

SECTION 1. That the Recruitment Contract, a copy of which is attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby approved; and the City Manager of the City of Sunnyside is hereby authorized to execute such contract for and on behalf of the City Council and the City of Sunnyside.

SECTION 2. This Resolution shall be effective upon passage, approval and signatures hereon in accordance with law.

PASSED this 24th day of August, 2009.



JAMES RESTUCCI, MAYOR PRO TEM

ATTEST:


DEBORAH A. ESTRADA, CITY CLERK

APPROVED AS TO FORM:

MENKE JACKSON BEYER EHLIS & HARPER, LLP
Attorneys at Law



August 17, 2009

Mr. Pablo Garcia
Mayor
City of Sunnyside
818 E. Edison Avenue
Sunnyside, WA 98944

Dear Mayor Garcia,

Thank you for your confidence in Prothman to conduct the recruitment for the City of Sunnyside's next Finance Director. The following represents a scope of work for this search and associated professional fees and expenses.

Project Planning & Research

We suggest the following steps as a starting point:

- ◆ Review the proposed search outline and modify as needed
- ◆ Develop a project timeline
- ◆ Identify the geographic scope of the search
 - Regional
 - Western United States
 - National
- ◆ Decide if a salary survey is needed
This review will provide the City with accurate salary information to evaluate if the position is at "market rate." If a survey is needed, we will work with the City to identify similar organizations for compensation comparisons.
- ◆ Gather and review all relevant documents related to the Finance Director position and the City.
- ◆ Interview key stakeholders.

Identifying the "Ideal" Candidate

The Position Profile includes:

- ◆ A description of the ideal candidate qualifications
 - Years of related experience required
 - Previous positions and sizes of communities
 - Specific relevant experience
 - Education requirements
 - Ideal personality traits and work habits
- ◆ City information, including
 - City location and quality of life opportunities
 - A summary of City services
 - Number of City employees and budget size
 - A basic description of the position
- ◆ A description of key issues and priorities facing the City and the Finance Director position
- ◆ A description of the compensation package
- ◆ Information on how and when to apply

Recruitment Strategy

We will work with the City to develop a recruitment strategy. We will accomplish this by:

- ◆ Creating Recruitment Brochures
Highlighting the position and the department
- ◆ Direct Mail Campaign
Researching and compiling a comprehensive list of potential candidates to be reached through a direct mail campaign
- ◆ Direct Contact Calls
Making direct recruiting calls to promising candidates based upon our extensive personal knowledge of excellent candidates
- ◆ Ads in Print and on the Web
Creating and placing targeted ads in professional publications, journals and on related websites targeting qualified candidates

Candidate Screening

We will do so by:

- ◆ Initial Resume Screening
We will conduct an initial review of all resumes, screening for minimum qualifications.
- ◆ Supplemental Questions & Applications
The remaining qualified applicants will be asked to complete an application and Supplemental Questions/Writing Sample. We have found that this exercise provides a good example of a candidate's writing skills, analytical abilities and communication style and is an early indicator of his/her philosophy and values.
- ◆ First Workshop
Based upon the responses to the supplemental questions, we further screen the applicant pool, bringing the most promising candidates for your review. Using the application, supplemental questionnaire, resume and other materials submitted by the candidates, we will work with the City to identify the top semifinalists. We will also begin preliminary discussions about designing the final interview process.
- ◆ Consultant Semifinalist Interviews
We will conduct in person or videoconference interviews with each of the semifinalist candidates.
- ◆ Second Workshop
Based upon the results of the semifinalist interviews, we will present our findings and recommendations for your review. We will then work with you to identify four to six candidates to invite to the final interviews. We will also complete the planning and design of the final interview process and begin identifying potential interview questions.

Final Interviews

Each of these steps is described below:

- ◆ Detailed Background Checks
Prior to the final interviews we will conduct a thorough background check on each of the finalist candidates. If a "red flag" is found we will work diligently to either verify that the issue is serious enough to eliminate the candidate from further consideration or be able to fully explain the issue to the City's satisfaction.
 - References
We will ask each candidate to provide names of their supervisors, subordinates and peers for the last several years. From this list we will conduct detailed reference checks on the finalist candidates through detailed conversations with the individuals who have direct knowledge of the candidate's work and management style. We will

also make a point of contacting individuals not on the candidate's preferred list of references.

- Education Verification
Prior to the final interviews we will verify that the candidate did in fact graduate with the degrees listed on their resume. We have found that approximately 1 out of 30 candidates will not have a degree claimed on their resume.
- Criminal History and Driving Record Check
We will conduct a criminal history and driving record check on each candidate in the states in which they have worked.
- Sex Offender Check
We will verify that the candidate is not a registered sex offender in the states where they have worked.
- ◆ Candidate Travel Coordination
For those candidates who will be traveling to the final interviews, we will coordinate the travel arrangements, ensuring that each candidate is fully prepared for the final interviews and not distracted by travel difficulties. We coordinate and finalize air travel, hotel reservations and rental cars.
- ◆ Final Interview Binders
The binders include:
 - A master schedule of all panels and candidate interviews
 - A draft list of suggested interview questions designed to augment questions that you may wish to ask
 - Each candidate's resume
 - Each candidate's application
 - Each candidate's answers to the supplemental questions
- ◆ Final Interview Process
Elements of the final interview process include:
 - Identifying interview panel participants (if desired by the City)
We will work with the City to identify the participants of different interview panels to ensure that all stakeholders identified by the City have been represented.
 - Providing suggested interview questions for each panel
 - Provide (as needed) and coordinate City facilitators for each panel
 - Facilitate the City's selection of the successful candidate
We will assist the City in their final process of determining their top candidate(s). We will also notify the unsuccessful candidates.
- ◆ Assisting in Developing a Compensation Package and Letter of Offer
Once the top candidate has been selected, we can also assist the City in developing a letter of offer outlining the compensation package and further assisting the City as an on-call advisor until an employment agreement is reached.

Professional Fee & Guarantee

Professional Fees

Fee for professional services is 20% of the starting annual salary of the selected candidate. All expenses incurred for conducting the recruitment are the responsibility of the City. Expenses will vary depending upon direction from the City regarding how geographically broad the recruitment effort is and where the top candidates come from (travel expenses). Expenses will be discussed with the City prior to expenditure. A 3% charge will be added to all pass through expenses which reflects City and State B&O tax obligations. Expense items include but are not limited to:

- Newspaper, trade journal websites and other advertising related to the announcement of the position

- Direct mail announcements and regret letters
- Facsimile and delivery expenses
- Printing of documents and materials
- Consultant travel and related expenses
- Any client-required licenses, fees or taxes
- Travel and related expenses for candidates during the interview process

Professional fees are billed in three equal installments during the course of the search. The first installment is billed based on the anticipated starting salary when Prothman begins the project. The second installment is billed at the mid-point of the recruitment. The final installment is billed once the City and the selected candidate have reached terms and the candidate has commenced employment. If there is no selected candidate, Prothman would repeat the search. The City would be responsible for the expenses related to repeating the search. Once the City has selected and reached terms with a candidate, Prothman would bill the final installment.

Guarantee

Our record of success in placing highly qualified candidates provides that Prothman will guarantee the placement of a qualified candidate. Provided the Client follows our finalist candidate recommendations and the key elements of the search process as outlined in the proposal, if the selected finalist candidate is terminated for cause or voluntarily terminates or terminates due to illness or death within one year from the employment date, we will conduct a replacement search with no additional professional fee. The only cost to you would be the expenses related to the additional search.

Cancellation


You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

Accepted by:

CITY OF SUNNYSIDE

PROTHMAN

James L. Bridges date
Interim City Manager



Greg Prothman 8/17/09
President date