

YOLANDA FORD
Mayor

VASHAUNDR A EDWARDS
Councilmember at Large Position No. 1

CHRIS PRESTON
Mayor Pro Tem
Councilmember at Large Position No. 2



CHERYL STERLING
Councilmember District A

JEFFREY L. BONEY
Councilmember District B

ANTHONY G. MAROULIS
Councilmember District C

FLOYD EMERY
Councilmember District D

CITY COUNCIL SPECIAL MEETING AGENDA ADDENDUM

Notice is hereby given of an addendum to the Special City Council Meeting of items coming before the City Council of Missouri City on **Monday, May 18, 2020**, at **5:30 p.m.** at: **City Hall, Council Chamber, 2nd Floor**, 1522 Texas Parkway, Missouri City, Texas, 77489, for the purpose of considering the following agenda items. All agenda items are subject to action. The City Council reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551 of the Texas Government Code.

NOTICE REGARDING PUBLIC PARTICIPATION

Due to the COVID 19 Disaster and the Center for Disease Control's recommendation regarding social distancing measures, the public will not be allowed to be physically present at this meeting.

The meeting will be available to members of the public and allow for two-way communications for those desiring to participate. Any person interested in speaking on any item on the agenda must notify the City by one of the following methods **before 4:00 p.m. on the day of the City Council meeting**:

1. Email or call the City Secretary at CSO@missouricitytx.gov or 281-403-8686; or,
2. Submit a "Public Comment Form" to the City Secretary from the following webpage: <https://bit.ly/39pw73Q>.

The request must include the speaker's name, address, email address, phone number and the agenda item number.

To livestream the meeting, the public may access the following link:
<https://www.missouricitytx.gov/780/MCTV>.

To access the meeting agenda packet in PDF format, the public may access the following link:
<https://www.missouricitytx.gov/407/City-Council>.

Items 2 (f) and 2 (g) of the agenda for the May 18, 2020, special City Council meeting are hereby added as follows:

2. DISCUSSION/POSSIBLE ACTION

- (f) Consider obtaining services, including a web based community survey, from Baker Tilly for executive search services for the city manager position.
- (g) Consider requiring the executive search firm to screen and identify candidates for the city manager position.

In compliance with the Americans with Disabilities Act, the City of Missouri City will provide for reasonable accommodations for persons attending City Council meetings. To better serve you, requests should be received 24 hours prior to the meetings. Please contact Maria Jackson, City Secretary, at 281.403.8686.

CERTIFICATION

I certify that a copy of the May 18, 2020, agenda addendum of items to be considered by City Council was posted in a place convenient to the public in compliance with Chapter 551 of the Texas Government Code on May 15, 2020, at 4:00 p.m.



Maria Jackson, City Secretary



**Council Agenda Item
May 18, 2020**

2. DISCUSSION/POSSIBLE ACTION

- (f) Consider obtaining services, including a web based community survey, from Baker Tilly for executive search services for the city manager position.

 - (g) Consider requiring the executive search firm to screen and identify candidates for the city manager position.
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Background information attached as follows:

Cover Memo – ***Provided 05.15.2020***

Baker Tilly proposed fee breakdown – ***Provided 05.15.2020***



**CITY COUNCIL
AGENDA ITEM COVER MEMO**

May 18, 2020

To: Mayor and City Council
Agenda Item: (f) Consider obtaining services, including a web based community survey, from Baker Tilly for executive search services for the city manager position.

(g) Consider requiring the executive search firm to screen and identify candidates for the city manager position.

Submitted by: Councilmember Emery

SYNOPSIS

Consider obtaining services, including a web based community survey, from Baker Tilly for executive search services for the city manager position.

Consider requiring the executive search firm to screen and identify candidates for the city manager position.

STRATEGIC PLAN 2020 GOALS ADDRESSED

- Develop a high performing City team.

BACKGROUND

This is to include, but not limited to, identifying quality candidates for consideration and to utilize their web-based survey directed towards Community Leaders, Citizens and City Employees with the purpose of determining citywide issues and priorities that could be used as evaluation criteria when selecting a City Manager.

BUDGET/FISCAL ANALYSIS

Purchasing Review: N/A
Financial/Budget Review: N/A

Note: Compliance with the conflict of interest questionnaire requirements, if applicable, and the interested party disclosure requirements (HB 1295) has been confirmed/is pending within 30-days of this Council action and prior to execution.

SUPPORTING MATERIALS

1. Baker Tilly proposed fee breakdown

STAFF'S RECOMMENDATION

Consider obtaining services, including a web based community survey, from Baker Tilly for executive search services for the city manager position.

Consider requiring the executive search firm to screen and identify candidates for the city manager position.

Phase	Description of Professional Services	Fee
Phase I	Task 1 Candidate profile development/advertising/marketing (includes one day on site by lead consultant) lead consultant hourly rate – approximately 14 hours research/project management staff hourly rate – approximately 16 hours	\$3,150 \$1,700
	Task 2 Identify quality candidates lead consultant hourly rate – approximately 14 hours research/project management staff hourly rate – approximately 16 hours	\$3,150 \$1,700
Phase II	Task 3 Preliminary screening & initial report to client lead consultant hourly rate – approximately 18 hours research/project management staff hourly rate – approximately 20 hours	\$4,150 \$2,000
	Task 4 Reference checks, background checks, assessments and academic verifications lead consultant hourly rate – approximately 11 hours research/project management staff hourly rate – approximately 12 hours	\$2,500 \$1,300
Phase III	Task 5 Final process/on-site interviews with finalists (includes two days on site by lead consultant) lead consultant hourly rate – approximately 14 hours research/project management staff hourly rate – approximately 16 hours	\$3,150 \$1,700
Conclusion	Acceptance of offer by candidate	
TOTAL ALL-INCLUSIVE PROFESSIONAL FEE		\$24,500

Optional Services for Consideration	Fee
At the City's option, Baker Tilly will conduct a web-based survey to determine key community-wide issues and priorities that could be considered in the selection of a new City Manager. This survey is completed by community leaders, citizens and City employees and would alter the project timeline.	\$1,650
On rare occasions, Baker Tilly is asked to provide additional search services that are not included in this scope of service or to provide more than three on-site visits to the City. Additional work specifically requested by the City which is outside of the scope of this project will be invoiced at the hourly rate of \$220 plus expenses. Baker Tilly will submit a written explanation of the additional services to be provided and the estimated hours that will be required prior to commencing any additional services.	\$220 per hour plus expenses