MANITOU SPRINGS CITY COUNCIL
WORKSESSION AGENDA
CITY COUNCIL CHAMBERS

	COUNCIL	*Term Expires*
Mayor	Marc Snyder	Jan. 3, 2012
At-Large	Aimee Cox	Jan. 3, 2012
At-Large	Ed Klingman	Jan. 3, 2012
At-Large	Rick Barry	Jan. 3, 2012
Ward 1	Michael C. Gerbig, Jr.	Jan. 7, 2014
Ward 2	Coreen Toll	Jan. 3, 2012
Ward 3	Matt Carpenter *(Mayor Pro-Tem)*	Jan. 7, 2014

DECEMBER 13, 2011 7:00 PM

A. Call to Order

B. Roll Call

C. Invite and Update from Manitou Springs Forward (15 minutes)**

D. Bestway Disposal Single Hauler Update

E. Presentation of the 2011 Quality of Life Indicators Report for the Pikes Peak Region

F. Discuss Police Chief Search Firm Selection

Adjournment

Public Comment Welcome (please limit to 2 minutes)
****Time Estimate For This Item***

Please contact the City Clerk if you need special assistance attending this meeting 719-685-2554; dkast@comsgov.com

MEMO

DATE: December 8, 2011

TO: City Council

FROM: Donna Kast, City Clerk

SUBJECT: **Item C – Invite and Update from Manitou Springs Forward**

There are no packet handouts for this item.

MEMO

DATE: December 8, 2011

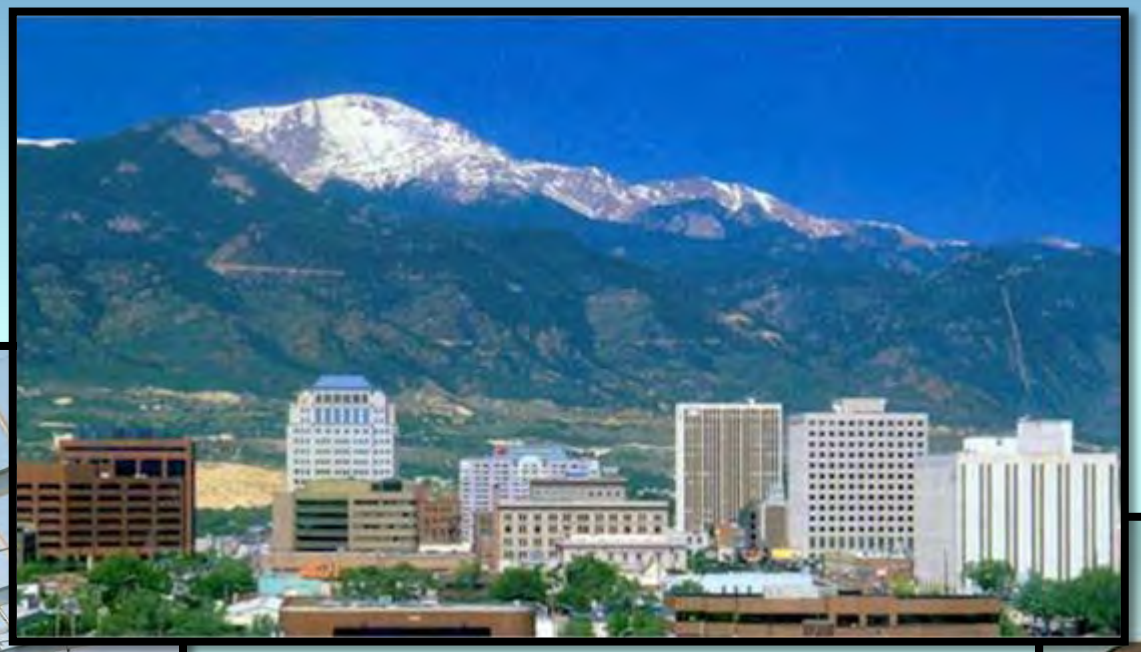
TO: City Council

FROM: Donna Kast, City Clerk

SUBJECT: **Item D – Bestway Disposal Single Hauler Update**

There are no packet handouts for this item.

2011 Quality of Life Indicators
for the Pikes Peak Region



5th Edition

http://PikesPeakQualityofLife.org

Thank You!

200 Community Volunteers

Advisory Committee

Steering Committee

Marketing Committee

2011 QLI report sponsored by:

United Way
Pikes Peak United Way

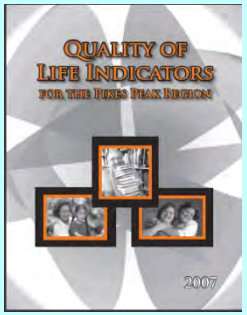
Under the leadership of:

Leadership
PIKES PEAK

PIKES PEAK LIBRARY DISTRICT
ppld
SEEK • ENGAGE • TRANSFORM

History/Overview

- Started by Howard Brooks in 2006
- Independent but used by other initiatives
- Volunteers: private, public, nonprofit sectors
- 5th year of the publication
- A picture of the community's health
- Single source of extensive regional data



Ten Key Sectors/Councils

Health

Safety

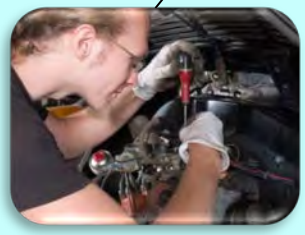
Built Environment

Education

Natural Environment

2011 Quality of Life Indicators for the Pikes Peak Region

Community Engagement



Economy

Transportation

Social Wellbeing

Arts, Culture & Recreation

Why is QLI Important?

- What gets measured gets improved
- Third party credible data/statistics
- Benefits businesses, government, decision-makers, investors, news media, general public
- Used for strategic planning
- Equips the community to act with consistent data

2011 Stars and Flags

- 21 areas in need of improvement
- 9 areas where we're doing well and should continue to focus

2011 Recurring Themes

- *Jobs/Local Economy*
- *Social Challenges*
- *Efficient and Effective Use of Our Land*

Recurring Theme #1: Jobs and the Local Economy

- Loss of jobs and slow economic growth
- Five-year trend of steady military growth
- High affordability
  - high income + low cost of living

Economy

What This Means

- Slow economy + loss of jobs impact all QLI sectors
- Defense cuts pose a significant risk to the region
- High skilled, well paying jobs vital to success
  - Employment opportunities for citizens
  - Tax base for government funding and services
- Need primary jobs
  - Recover the 55% decline of manufacturing jobs
  - Information technology and high technology jobs

Jobs/Economy

Potential for Action

Together……

- Grow and diversify the economy….faster
  - Maintain the military strength we have
- Develop and attract high paying primary jobs
  - To afford the quality of life we desire
- Achieve a world-class business climate
- Create an environment and opportunities attractive to young professionals

Jobs/Economy

Recurring Theme #2: Social Challenges

- A more accepting community
- Higher levels of adult education
- Drop in math skills
- High suicide rate
- Increased child abuse and neglect referrals
- Increased poverty and homelessness

Education

Community Engagement

Health

Safety

Social Wellbeing

What This Means

- Poverty has a far-reaching impact
- Military deployments impact social wellbeing
- More people are in need of assistance
- Cyclical social impact

Education

Community Engagement

Health

Safety

Social Wellbeing

Potential for Action

- Pay more attention to critical needs
- Educate ourselves on the issues
- Come together as a community, form partnerships and solve our problems

Education

Community Engagement

Health

Safety

Social Wellbeing

Recurring Theme #3: Efficient and Effective Use of our Land

- Lack of density
- Poor road/bridge conditions, lack of transit, increased traffic congestion
- Bicycle friendly

Transportation

Built Environment

What This Means

- Built environment affects quality of life
- Greater density = positive impacts
- Infrastructure maintenance issues will grow unless addressed

Transportation

Built Environment

Potential for Action

- Smart use of the resources we have by emphasizing higher-density development
- Commit to improve roads/bridges
- Create a more efficient transit system

Transportation

Built Environment

Summary

"Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has."

Margaret Mead

View the full 2011 report:
http://PikesPeakQualityofLife.org

To request a QLI speaker or to volunteer for QLI, contact:
becci@LeadershipPikesPeak.org

From the desk of:

Jack Benson, City Administrator
606 Manitou Avenue
Manitou Springs, Colorado 80829

Direct: 719-685-2560
Fax: 719-685-5233
E-mail: jbenson@comsgov.com
Website:
www.manitouspringsgov.com

Memorandum

To: Manitou Springs City Council

From: Jack Benson, City Administrator

Date: Thursday, December 08, 2011

Re: Police Chief Recruiting Firm

The following is a review of search firms that responded to the attached RFP. All the respondents' submittals were very professional and responsive to our request. I found KRW, the Mercer Group, and The Water Consulting Group to have the most Police Chief recruiting experience. The Water's Group, by far, had the best placement guarantee, but was also the most expensive. Given cost, location, recruitment guarantee and relevant process, I am recommending KRW for this search. If for some reason they are not available, I would recommend The Mercer Group as a back-up. Presently, I have $10,000 set-aside in the budget for this search.

Executive Search Services							
Provider	**RFP Responsive**	**Quality of Proposal**	**Office Location**	**Relevant Experience**	**Timing of Search**	**Placement Guarantee**	**Cost**
KRW Associates, LLC	Yes	Good, well written	Colorado Springs	Executive Searches Police Chief Centric	6-8 weeks	Second search for expenses only	$7,800 + advertizing and Candidate expenses
Mountain States Employers Council	Yes	Good.	Denver/Colorado Springs	HR Services/ weak on Police Chief searches	75 - 111 hours	None	$8,250-$12,210 + candidate & background check expenses
The Mercer Group, Inc.	Yes	Professional, well done	Carbondale, Co.	Executive Searches strong PC experience	Flexible	24 months for expenses only	$14,700 + $5,200 for assessment center + expenses
The Novak Consulting Group	Yes	Professional, well done	Cincinnati, Ohio	Executive Searches, no references on Police Chief searches	12 weeks	None	19,950 + Candidate expenses
The Waters Consulting Group, Inc.	Yes	Very Professional, well done!!	Texas	Executive Searches, strong PC experience	Flexible, start 2 weeks from contract signing	24 months for expenses only; 1 year placement warranty; 2nd year @ 50% recruitment cost	$24,500 +$1,500/day for additional on-site consulting

If you are interested in seeing the proposals, I have copies in my office for your review.

Thanks - Jack

CITY OF MANITOU SPRINGS, COLORADO

REQUEST FOR PROPOSALS FOR
EXECUTIVE SEARCH SERVICES – POLICE CHIEF

The City of Manitou Springs is currently seeking proposals from an executive search firm to assist in the recruitment of a City Police Chief.

The City of Manitou Springs incorporated in 1897 and is one of the most beautiful and desirable communities in the metropolitan El Paso County area, sitting just west of the City of Colorado Springs and nestled against the Rampart Range, Ute Pass and Pikes Peak. The City, which prides itself on its small town atmosphere and historic downtown district, currently has a population of about 4,998 residents. Tourism is the City's primary industry.

General Fund expenditures for the City of Manitou Springs for fiscal year 2012 are estimated to be $4,646,820. The Police Department accounts for $979,297 (21.1%) of the General Fund expenditures and employs 15.5 FTEs. Staffing includes the Chief of Police, an Operations Lieutenant, two Sergeants, one Corporal, one Detective, nine Patrol Officers and a combined Police Clerk/Municipal Court Clerk.

The mission of the City of Manitou Springs, its Council, and Staff, is to preserve and enhance our unique community character and the high quality of services and public facilities that exist in the City, and to promote an atmosphere that contributes to a sense of community. Public Safety figures prominently in this mission through a proactive and collaborative community policing program.

There is no residency requirement for this position. Applicants will be required to help update a job description for this position.

PROPOSAL REQUIREMENTS

Eight copies of the proposal should be mailed or delivered to:

Donna Kast
City Clerk
City of Manitou Springs
606 Manitou Avenue
Manitou Springs, Colorado 80829

Proposals must be received ***by 5:00pm on Friday, November 18, 2011*** or they will not be considered.

Proposals must address the following questions in the order listed:

1. What process do you recommend be used in conducting this type of search?
    a. What are the key steps?
    b. Provide any changes you would make to the City's proposed project timeline (see below).

2. Provide a breakdown of costs.
    a. Provide a line item explanation of expenses of the search included in your proposal, including an estimate of the total projected cost.
    b. Explain any expenses that may be charged to the City separate from a basic fee.
    c. Is there a maximum cost?
    d. Is there a guarantee that a candidate will be placed (i.e. costs are contingent upon a candidate being placed)?

3. Who will be the contacts for this search?
    a. Primary contacts?
    b. Secondary contacts?
    c. What are the qualifications and backgrounds of each of these individuals?

4. Describe the experience of the primary contact person proposed for the recruitment.
    a. How many searches has this individual conducted for municipal government professionals, in particular Police Chiefs?
    b. List government entities to which the primary contact has provided recruitment services, including contact name and information.

5. In what ways have members of your firm developed personal and professional contacts with potential candidates for this type of position?

6. What procedures do you use in assessing your client organizational needs and values? How do you use this information in selecting candidates who meet those needs and share those values?

7. Identify the methods you have used and your success rate in selecting candidates with diverse cultural competencies and backgrounds.

8. What procedures does your firm utilize in investigating the background of candidates?

9. How many other executive searches is the primary contact currently involved in? How will you ensure that the City receives prompt and timely attention throughout this process?

PROFESSIONAL REFERENCES

Specific experience with municipal recruitment is required. Please provide at least five references from past public agency clients, including entity name, contact name, mailing address, email address, and phone number.

EVALUATION CRITERIA

The purpose of this RFP is to shortlist firms for subsequent interview as part of the selection process. The City of Manitou Springs reserves the right to select a consultant based only on the RFP, should it be deemed necessary to expedite the process of consultant selection.

The proposal will be evaluated according to the following criteria:

- Experience of firm and key personnel assigned to this project
- Understanding of the project and approach to performing the required services
- Timing of search
- Cost

TERMS AND CONDITIONS

- The City of Manitou Springs reserves the right to reject any and all proposals and to negotiate any particulars in the proposals received. Collusion between applicants is sufficient cause to disqualify all those involved.
- Respondents should have no contact with other City personnel except as specifically authorized by this RFP.
- All proposals and submittals will be considered final. No additions, deletions, corrections or adjustments will be accepted after the time of bid opening.
- The electronic version of the RFP is available upon request, however, completeness of the electronic version may not be guaranteed, and respondents are cautioned that the hard copy of this RFP on file at City Hall governs in the event of discrepancy between the information on the electronic version and that which is on the hard copy.
- An authorized officer of the company submitting the proposal must sign all submissions.
- All applicants must possess the necessary and appropriate business and/or professional licenses in their field.
- The Vendor agrees to hold the City of Manitou Springs, its officers, agents and employees from liability of any nature or kind on account of use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used under this proposal call.

PROPOSED TIMELINE

The City proposes an aggressive timeline in order to have the position filled within shortest possible timeframe. The City recognizes the approaching holiday schedule and will work to accommodate both schedules.

1. The deadline for submittal of proposals is 5:00pm, Friday November 18, 2011.
2. Proposals will be reviewed by City Administrator, current Police Chief, and one additional department head or council member liaison.
3. A firm will be selected and notified as soon as possible after the review process.
4. The Police Chief candidates will be narrowed down to the firm's top five candidates by a date mutually agreed upon between the City and the chosen recruitment firm
5. The City is looking to constrain recruitment to only in-state Colorado candidates.
6. City Council will interview the top five candidates on a mutually agreed upon date.
7. Ideally, a Police Chief candidate will be offered at the end of interview process, and the finalist will be in the position as soon a practicable.

QUESTIONS

Any questions regarding this request for proposals should be directed to the City Administrator Jack Benson or City Clerk Donna Kast, using the contact information provided below.

Jack Benson
City Administrator
(719) 685-2626
jbenson@comsgov.com

Donna J. Kast
City Clerk
(719) 685-2554
dkast@comsgov.com