TO: HONORABLE CITY COUNCIL
FROM: CITY MANAGER  DEPARTMENT: City Manager’s Office
DATE: JUNE 14, 2004  CMR: 328:04
SUBJECT: RECOMMENDATION OF THE COUNCIL/COUNCIL APPOINTED OFFICERS COMMITTEE REGARDING RETENTION OF A FACILITATOR FOR CAO EVALUATIONS AND COMPENSATION

RECOMMENDATION
The Council/Council Appointed Officers Committee (Council/CAO Committee) recommends that the Council approve the scope of services of the attached Request for Proposals for a facilitator to assist the Council in completing the evaluations and compensation setting for the Council Appointed Officers for 2003-04, with the option to renew for two additional years if deemed productive.

BACKGROUND
On May 29, the Council/CAO Committee reviewed a process for conducting evaluations and discussions of compensation with CAOs using the services of a professional facilitator.

DISCUSSION
The attached Scope of Services for a facilitator summarizes the process proposed and the related timeline.

RESOURCE IMPACT
The contract with a facilitator would be on a “not to exceed” basis. The Council/CAO Committee determined it would be best not to put a specific dollar amount in the RFP, to encourage competitive pricing. Funding for the contract for the first year would come from the City Manager’s contingency. In future years, the contract would be part of the City Council budget.

POLICY IMPLICATIONS
This recommendation from the Council/CAO Committee is consistent with existing City policies.
ATTACHMENTS
Attachment 1: Scope of Services and Timeline

PREPARED BY: ________________________________
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CITY MANAGER APPROVAL: ________________________________
FRANK BENESEST
City Manager