RECOMMENDATION
The Council/CAO Committee recommends that the Council interview John Shannon of CPS Human Resources Services and Susan Quinn of The Quinn Company for the role of facilitator for the Council’s evaluation of the CAOs.

COMMITTEE REVIEW AND RECOMMENDATIONS
On June 24, 2004, the Council/CAO Committee reviewed the four responses received for the Request for Proposal to facilitate CAO evaluations. The Committee asked that interviews with Susan Quinn and John Shannon be scheduled with the full Council. The Committee recommended that, if the Council did not find either of the two candidates acceptable or wanted to do more interviews, that those be scheduled after the initial interviews.

The Committee reviewed proposed questions for the interview. The Committee’s recommended questions are attached.

RESOURCE IMPACT
Staff believes the full cost of the contract should not exceed $10,000.

PREPARED BY
Emily Harrison, Assistant City Manager

CITY MANAGER APPROVAL
Frank Benest, City Manager
ATTACHMENTS
Recommended Interview Questions
Minutes: June 24 Council/CAO Committee meeting