

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

DISTRICT

- Resolution or Ordinance (Blue)
- Waiver of First Requested
- Recommendations of Boards, Commissions & Committees (Green)
- Other Business (Pink)

TO : PRESIDENT AND BOARD OF TRUSTEES

FROM: William T. Lichter, Village Manager

DATE : January 7, 2008 **BoT** January 17, 2008

SUBJECT: Agreement with The PAR Group for Executive Search Services Regarding Village Manager Position

SUBMITTED BY: William T. Lichter, Village Manager

BACKGROUND/POLICY IMPLICATIONS:

Please see attached

Fiscal Impact/Funding Source:

Up to \$25,000

Review (as necessary):

Finance Director _____
Village Manager W.T. L.
Date 1/7/08

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda distribution.



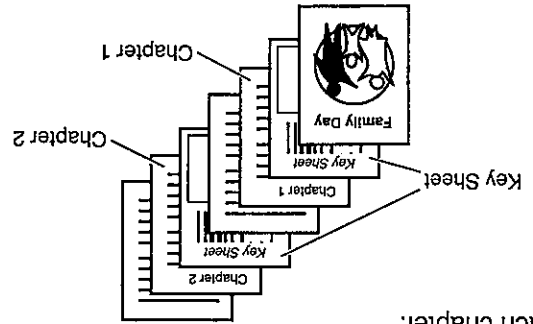
Chapters



O P E R A T O R

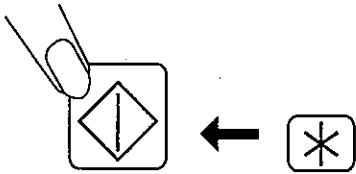
I N S T R U C T I O N S

1 Place the Key Sheet in front of the first page of each chapter.

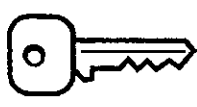


2 Place your originals and Key Sheets in the feeder face up and make your Standard Features selections. Select 1→2 Copy.

3 Press "Star" then "Start" to activate the Key Sheet.



Note: The Key Sheets will exit into the positioner exit hopper. Copies of this Key Sheet may also be used.

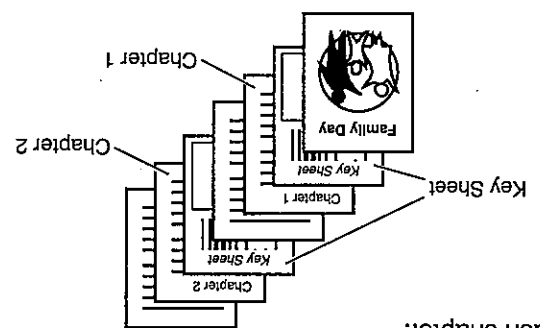


Chapters

OPERATOR INSTRUCTIONS

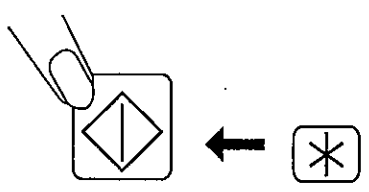


1 Place the Key Sheet in front of the first page of each chapter.



2 Place your originals and Key Sheets in the feeder. face up and make your Standard Features selections. Select 1→2 Copy.

3 Press "Star" then "Start" to activate the Key Sheet.



Note: The Key Sheets will exit into the positioner exit hopper. Copies of this Key Sheet may also be used.

We invite you to visit our web site at www.pargroupd.com for additional information on The PAR Group and its consulting staff.

In addition to our extensive experience in recruitment of public management professionals for local governments, our firm has been *sought out* to assist related public interest associations in recruitment of top staff, including the Executive Directors for the National League of Cities (NLC), National Association of Counties (NACo), National Community Development Association (NCDa), International Institute of Municipal Clerks (IMC), International Association of Assessing Officers (IAAO), National Association of Housing and Redevelopment Officials (NAHRO), American Public Works Association (APWA), National Association of Regional Councils (NARC), National Forum for Black Public Administrators (NFBPA), and the President of Public Technology, Inc. (PTI).

We have conducted executive recruitments throughout the United States and have successfully completed more local government recruitments in the Midwest than any other firm (please see enclosed Client List). We have worked successfully with a wide variety of elected and appointed Officials in local government. For example, we have recently conducted City Manager recruitments for the Illinois municipalities of Berkeley, Crest Hill, Deerfield, Lake Bluff, Lake Zurich, Lockport, Oak Brook, Oak Lawn, and Richton Park. We are currently conducting recruitments for Bannockburn, Des Plaines, Hawthorn Woods, Orland Park, and several downstate communities.

Experience

Our Principals have over 240 years' cumulative operations and consulting experience in the field of local government, and have conducted a large number and variety of local government and not-for-profit recruitments for a national clientele. Clients have included local governments of under 5,000 to over one million population, with budget responsibilities exceeding several billion dollars. The firm's quality of work and sensitivity to Clients' needs and concerns are recognized hallmarks—our firm was a pioneer in local government recruitment and is considered a leader in the public management consulting field. We have *never* failed to recommend a group of qualified Candidates for Client consideration.

The PAR Group consults exclusively in the public sector, serving the needs of local government nationwide with corporate offices located in suburban Chicago. The PAR Group was founded by Paul A. Reaume, a former City Manager who provided consulting search services to local governments nationwide continuously for thirty years. Heidi J. Voorhes, also a former City Manager and associate of Paul Reaume, is President of the firm. Ms. Voorhes is leading the firm forward in the same traditions of excellence and integrity established by Paul Reaume in 1972.

We are pleased to respond to your request for our firm to propose how we can assist the Village of Lombard in the successful recruitment, screening, interviewing and selection of Candidates from which the Board of Trustees may appoint a Village Manager to succeed you. We were privileged to have assisted the Village with the Chief of Police recruitment in 2002 and would be pleased to again be of assistance.

Dear Mr. Lichter:
Mr. William Lichter
Village Manager
Village of Lombard
255 E. Wilson Avenue
Lombard, IL 60148

VIA EMAIL

January 7, 2008

3116 N.W. 7th
100 N. Washington Road, Suite 211
Lake Bluff, Illinois 60044-1604
TEL 847/234-6985
FAX 847/234-6300
www.pargroupd.com



Tailored Search Process

Our executive search process is highly professional and personalized. We will assist Lombard Officials from commencement to conclusion of the assignment, until a completely acceptable Candidate is appointed to the position. We handle all of the administrative details of the entire recruitment process, so Village Officials can limit their involvement to the significant, decision-making aspects of the selection process, thus minimizing interruption of attention to other on-going concerns and responsibilities.

Our initial effort in assisting the Village of Lombard would be to develop a Recruitment Profile that sets forth detailed qualifications for the Village Manager position, reflecting both current and longer range organizational expectations relating to the position. The Profile serves as a key instrument for recruiting and screening Candidates in accordance with the unique needs identified as particularly desirable for Lombard's Village Manager position.

Our executive search process would be as follows, subject to mutually agreed upon modification:

1. **Interview the Members of the Board of Trustees, Department Heads, and Key Staff, all toward achieving clarity and consensus concerning the specific nature of duties, responsibilities and expectations of the Village Manager position.** Interview data will be used to prepare a Recruitment Profile for approval by the Board of Trustees (Sample Recruitment Profile enclosed).

During our on-site interview activities we devote significant effort to become knowledgeable and familiar with the municipal organization, community institutions and leadership, gain a sense of the village as a place to live and work, understand intergovernmental activities/relationships, take note of cultural and socioeconomic diversity, and other efforts, all to clearly understand and be able to straightforwardly present prospective Candidates (and their families) with information having an important bearing on their decision to consider the Lombard position.

If desired, we shall be pleased to conduct focus group sessions, comprised of community leadership and citizenry, in an expanded effort to determine input and feedback from such persons for inclusion in the draft Profile prepared for Board review, amendment, and ultimate approval; this service/assistance would be provided for an additional fee.

2. **Conduct an intensive independent professional search and recruitment effort, utilizing an extensive local, regional and national contact network, seeking out qualified Candidates who may not otherwise have an interest in your recruitment.**

3. **Place announcements in appropriate professional publications and on the internet to provide maximum exposure of the position's career opportunity and to ensure an open recruitment process.**

4. **Process all applications received from recruitment and announcement efforts, including timely acknowledgments of receipt of application and status of recruitment information to all Applicants, on behalf of the Village.**

5. **Screen all applications received, matching all Applicants' credentials with the specific criteria qualifications stated in the Recruitment Profile.**

6. **Interview prospective Final Candidates and make background inquiries and reference checks with current employer and, where appropriate, most recent prior employer, and verify claimed educational achievement.**

7. **Present a written report to the Board of Trustees on applications received for the position, including resumes and background information on those individuals considered to be most qualified and best suited for the position, recommending approximately 8 - 10 such persons for personal interview consideration.**

8. **Facilitate the selection of Candidates to be invited for personal interview and appointment consideration; we recommend that no fewer than five Candidates be interviewed.**

9. **Arrange for additional background inquiries of Candidates selected for interview, to include criminal court, credit, and motor vehicle records checks and print media searches, as desired.**

10. **Provide, if desired, personality "type" profiles of the Finalist Candidates utilizing the recognized Myers-Briggs in Type Indicator® (MBTI®) Test and analysis. The MBTI results provide a means to assist Board Members in**

making distinctions and understanding differences of management and personal style among Candidates. The MBTI has been employed by a wide variety of users in business, government, and training services for 40 years as a recognized tool to assist organizations to appreciate the differences of individuals and their approaches to work and interaction. MBTI results are also used in organizations to help understand and adapt to different management styles and approaches to work methods, assist in making the most of human resources, and facilitate more effective communications with peers, employees, and supervisors.

11. **Prepare** interview questions and procedure for use by the Board of Trustees, developing a process which will ensure that the same questions are asked of each Candidate and that each interview is thoroughly and consistently evaluated.

12. **Coordinate** arrangements for Candidates' travel to Lombard for interviews, be present during interview sessions to facilitate effective discussion and deliberation toward the Village's selection of a Final Candidate, and also assist in employment negotiation between the Final Candidate and Village Officials, as desired.

13. **Notify** all Applicants of the final appointment action by the Board of Trustees, including professional background information on the successful Candidate.

Timing

We are prepared to undertake your assignment in a timely manner. The Recruitment Profile will be submitted for review and approval promptly following our on-site interviews of Lombard Officials and Staff. We would be in a position to recommend Candidates to the Board of Trustees for personal interview consideration within 60 days following approval of the Recruitment Profile. Personal interview of Candidates could be conducted approximately ten days following the Board's selection of Candidates for interview. Overall, the recruitment process—from the beginning to the date of appointment of a Candidate—should take no more than 90 days.

Experienced Consulting Team

All services in connection with this assignment will be performed by individuals who possess recognized municipal experience and broad executive selection judgment. Mark Morien, Vice President, will be responsible for and directly involved in your assignment. Biographical profiles of these individuals are enclosed.

Fees and Costs

Our professional fee for conducting a comprehensive, successful, and professionally oriented executive recruitment has been established at levels to be justifiable for public management recruitment paid for by public taxing bodies, our exclusive Clientele. Our fee proposal for conducting Lombard's Village Manager recruitment would be:

- Professional fee \$15,500
- Reimbursable expenses (consultant travel, postage/shipping, telephone/fax, office support services, printing/photocopy) \$4,500
- Education verification and court/crredit/motor vehicle records searches \$125 per Finalist Candidate
- Print media searches (Lexis-Nexis) \$40 per Finalist Candidate

Optional services:

- Conduct of focus groups (see step 1 above) \$800 per day, per Consultant involved
- Myers-Briggs testing (see step 10 above) \$200 per Candidate

Professional announcements are generally billed to the Village directly by publishers and are not included in reimbursable expenses. Our Consultants will be pleased to discuss your budget for professional announcements along with our recommendations. Candidate travel expenses for interviews are not included in the above fee proposal. The professional fee is payable in three equal payments, billed during the course of the recruitment, with the first payment for professional services due upon acceptance of our proposal, the second statement billed following recommendation of

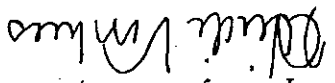
Candidates, and the final one-third billing upon completion of the recruitment assignment. Reimbursable expenses may be billed on a monthly basis.

Satisfaction Policy

Our Client satisfaction policy provides that, should the appointed Village Manager, at the request of Village Officials or the Manager's own determination, leave the employ of the Village within the first 24 months of appointment, we will, if desired, conduct another search for the cost of expenses and announcements only. In addition, in accordance with the policy of our firm, as well as established ethics in the executive search industry, in recognition of our Client relationship with the Village of Lombard, we will not recruit employees from your organization for other public management positions without your knowledge or permission.

This letter of proposal, when approved and signed, shall constitute an Agreement between us and it may not be modified except in writing by both parties. Our liability, if any, shall not be greater than the amount paid to us for professional services rendered.

Lombard Village Officials can be assured of responsive and personalized professional attention throughout the Village Manager recruitment assignment. We enthusiastically look forward to having the opportunity to assist in this very important staffing responsibility.

Respectfully submitted,


Heidi J. Voorhees, President
The PAR Group

ACCEPTED BY THE VILLAGE OF LOMBARD, ILLINOIS

BY:

TITLE:

DATE: _____