

★ Roll Call Number

Agenda Item Number

IA-1

Date.....January 13, 2014.....

**RECEIPT AND APPROVAL OF LETTER OF RECOMMENDATIONS
FROM THE DES MOINES CITY PERSONNEL COMMITTEE
REGARDING THE CITY MANAGER**

Moved by _____ to receive
file and approve the recommendations as contained
in the attached letter.

Approved as to Form:



Carol J. Moser
Assistant City Attorney

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE				
COLEMAN				
GRAY				
HENSLEY				
MAHAFFEY				
MOORE				
VOSS				
TOTAL				

MOTION CARRIED

APPROVED

Mayor

CERTIFICATE

I, DIANE RAUH, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

City Clerk



January 13, 2014

City of Des Moines Residents, Mayor and Council Members
400 Robert D. Ray Drive
Des Moines, Iowa 50309

Dear Residents and Honorable Colleagues:

On behalf of the City Council Personnel Committee, I respectfully submit this letter to the Des Moines City Council, and request the report be *Received and Approved* at the January 13, 2014 City Council Meeting.

Rick Clark announced his retirement after nearly 40 years of stellar service and leadership to the City of Des Moines. Rick is a man of integrity and honor, and the city of Des Moines is stronger because of his countless contributions. Rick's tenure has brought significant accolades for our city from every corner of America; it seems each week we land on a national Top 5 list. What is more remarkable is that Rick's tenure has also been a time of significant changes; including cuts of 26 million dollars from our city budget. None the less, he has contributed to a stronger community today than when he became City Manager.

Soon after Rick's notice of his intent to retire, I discussed several items relating to this news with Mayor Cownie, and offered to coordinate an Agenda Item so that the full City Council and Mayor could discuss the steps necessary to fill the position and complete the tasks for which Rick is currently responsible. This includes Rick's actual retirement date, an interim successor and the process to find his replacement. Based on these discussions, I offer the following important action items and milestones:

- Accept May 30, 2014 as Rick Clark's retirement date and approve the following:
 - One additional year of retention bonus equaling \$1,000 more than the previous year.
 - Direct the Human Resources and Legal departments to amend the City Manager 401A plan, if necessary, allowing the City Manager to defer 100% of retention and leave payouts into the 401A up to the IRS limits. Any change(s) in the 401A plan shall not incur additional costs to the City.

- 50% of Ricks remaining retention and leave pay to be paid on June 13, 2014 and the other half on January 9, 2015.
- Direct the Personnel Committee to initiate the process to hire a new City Manager and approve the following:
 - Human Resources Director to solicit bids from qualified search firms.
 - Solicit input from citizens, neighborhoods, labor leaders, business community and other interested community groups on the desired qualifications of the new City manager.
 - Conduct an organized, thoughtful and transparent process to the greatest extent allowed by law.
 - Appoint an interim City Manager at the April 7, 2013 City Council Meeting.
 - Select a new City Manager by July 1, 2014.

Recruiting and selecting a City Manager is one of most important responsibilities as a governing body. It requires careful planning and astute evaluation of the position and candidates. I know I speak for the entire City Council, when I say that we are committed to conducting an exhaustive search for the next administrative leader of our City.

Thank you for allowing me to simple kick-start this process.

Sincerely,



Chris Coleman
on behalf of Mayor Cownie, Christine Hensley, Bob Mahaffey and myself