



City of San Antonio

Agenda Memorandum

File Number:18-2109

Agenda Item Number: 3.

Agenda Date: 2/28/2018

In Control: Governance Committee

DEPARTMENT: Human Resources

DEPARTMENT HEAD: Lori Steward

COUNCIL DISTRICTS IMPACTED: City-wide

SUBJECT:

Mayor & City Council Appointed Executive Evaluation & Compensation Services

SUMMARY:

Briefing in response to the request for solicitation of proposals for the development of evaluations and compensation review of executives appointed by the Mayor and City Council.

BACKGROUND INFORMATION:

In January 2018, staff initiated a process to solicit proposals for the development of evaluations and compensation review of executives appointed by the Mayor and City Council. These services will include the following positions: City Manager, City Internal Auditor, City Clerk and Presiding Judge of the Municipal Court.

ISSUE:

The City will seek proposals from qualified consulting firms to assist in the annual evaluation and compensation review of executives appointed by the Mayor and City Council. The City will consider proposals for these services from qualified consultants as a combined service or separate services (e.g. Evaluation Development only or Compensation Review only).

It is anticipated that the Request for Proposals (RFP) will be issued on March 6, 2018. The evaluation and

selection process will be conducted through May. Recommended evaluation committee members include:

- Trey Jacobson, Chief of Staff, Office of Mayor Ron Nirenberg
- Ben Gorzell, Chief Financial Officer, City of San Antonio
- Maria Villagomez, Assistant City Manager, City of San Antonio
- Lori Steward, Human Resources Director, City of San Antonio
- An external panel member from an outside organization

City Council consideration and contract start date is expected in mid-June.

ALTERNATIVES:

The Governance Committee may elect to not proceed with RFP process.

FISCAL IMPACT:

Funds for the first year of the contract are available in the FY 2018 General Fund budget. Funding for subsequent years is subject to and contingent upon approval by City Council.

RECOMMENDATION:

Staff recommends moving forward with RFP process to solicit proposals for the development of evaluations and compensation review of executives appointed by the Mayor and City Council.