

KWQC

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Davenport City Council approves contract for City Administrator recruitment, interim

DAVENPORT, Iowa (KWQC) - The Davenport City Council met Wednesday night and among the agenda items. plans were discussed for how the City of Davenport plans to find a new, permanent City Administrator. Davenport City Council agreed to award a professional services contract for the City Administrator and Corporation Counsel recruitments to Colin Baenziger & Associates of Daytona Beach Shores, Florida in an amount not to exceed \$70,000, and authorized Mayor Mike Matson to execute any related agreements, according to city council's agenda.

The process began back on Feb. 24 when a Request for Proposals (RFP) was issued for an executive search firm, according to city documents. In order to gain potential economies for sale, the RFP gave the option for respondents to submit proposals for the City Administrator recruitment, the Corporation Counsel recruitment, or both.

On March 11, the Purchasing Division opened and reviewed eight proposals, according to city documents. The special committee, appointed by Mayor Matson in accordance with city code, evaluated the proposals on the following criteria set fourth in the RFP:

- Experience, qualification and expertise, 45%
- Business process, 30%
- Pricing, 10%
- References, 10%
- Quality and thoroughness of the proposal, 5%

Following the evaluation, the top three ranked firms were invited to interview with the special committee, according to city documents. Taking both the evaluation and interview into consideration, the special committee determined that Colin Baenziger & Associates was the firm that best fit the city's needs for the City Administrator recruitment. Additionally, the firm is qualified to provide services for the Corporation Counsel recruitment.

Council voted in favor of approving all items on the consent agenda at Wednesday night's meeting. Additionally, city council voted with eight "yes" and two "no" votes to adopt a resolution approving Mallory Merritt's Interim City Administrator employment agreement. The city hopes to have a new, permanent city administrator by Sept. 1, Jazmin Newton, Ald. at Large said.

The employment agreement for the interim City Administrator follows from the ratification of Executive Order 2023-22 by the city council on April 10, 2023, according to city documents. This entirely new employment agreement supersedes and replaces all prior agreements between the City of Davenport and Merritt as her appointment as Interim City Administrator, including the MOU dated Nov. 8, 2023.

Merritt's compensation includes a base salary, adjusted to reflect salary changes afforded to other city department heads, and a salary differential, according to city documents. A conflict of interest attachment was also provided by the city's counsel that was found to be consistent with the city's

conflict of interest policy. Merritt's employment agreement took effect upon approval by the city council, which passed Wednesday night.

Merritt's appointment as Interim City Administrator will continue through the earlier of the appointment or Interim City Administrator, according to city documents. Once a new selection is made for City Administrator, Merritt's appointment as Interim City Administrator will automatically end and she will return to her former position as Assistant City Administrator and Chief Financial Officer.