

BOARD OF ALDERMEN

ITEM NO. E(5)

**AGENDA ITEM ABSTRACT
MEETING DATE: December 3, 2002**

SUBJECT: Discussion on Search Firms for Town Manager

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| DEPARTMENT: Personnel | PUBLIC HEARING: YES ____ NO <u>x</u> __ |
| ATTACHMENTS: A. Resolution B. Search Firm Proposals from The Mercer Group, Springsted Inc., and Slavin Management Group | FOR INFORMATION CONTACT: Desiree White – 918-7321 |

PURPOSE

The Mayor and Board of Aldermen requested that staff provide information on search firms that could assist in the recruitment and selection process for Town Manager. The town staff has prepared this information for the Board's consideration.

INFORMATION

Staff contacted colleagues throughout the state to find out the names of search firms having experience in North Carolina local government. The following three firms were provided by municipal human resources directors as being reputable and having much experience in local government manager searches: The Mercer Group, Inc.; Springsted Inc., and Slavin Management Group.

Attached are proposals from the three firms. Upon request, the firms will provide additional information to the Board via a formal presentation.

The Mercer Group, Inc., is based out of Atlanta, Georgia and has an office in Raleigh. The President, Jim Mercer, was formerly an Assistant City Manager in Raleigh. This firm can provide search services for \$12,500, plus expenses, which should not exceed \$7,500. References were received from Greensboro, Monroe, and Raleigh.

Springsted, Inc., is based out of Virginia Beach, Virginia and has worked extensively in North Carolina and with the Town of Carrboro. This firm can provide search services for \$12,000 plus expenses, which should not exceed \$3,000. References were received from the Town of Apex and the League of Municipalities. Additional references are included in the proposal.

Slavin Management Group is based out of Atlanta. This firm can provide search services for \$13,000, plus expenses, which are capped at 45% of the fee (\$5,850). Slavin recently worked with the City of Greensboro in the recruitment and selection process for Assistant City Manager. They have also worked with Chapel Hill, Durham, and Monroe.

ADMINISTRATION'S RECOMMENDATION

The administration recommends that the Mayor and Board of Aldermen receive this report.