

BOARD OF ALDERMEN

ITEM NO. D(5)

**AGENDA ITEM ABSTRACT
MEETING DATE: May 3, 2011**

SUBJECT: Discussion on Search Firms for Town Manager

DEPARTMENT: Human Resources	PUBLIC HEARING: YES ____ NO <u>x</u>
ATTACHMENTS: Resolution	FOR INFORMATION CONTACT: Desiree White – 918-7321

PURPOSE

The Mayor and Board of Aldermen requested that staff provide the names and contact information of search firms that could assist in the recruitment and selection process for the position of Town Manager and suggest a scope of services that may be provided by such firms. The Town staff has prepared this information for the Board's consideration.

INFORMATION

The following four firms have been identified as being reputable and having much experience in North Carolina local government and municipal manager searches:

The Mercer Group, Inc.
5579 B Chamblee Dunwood Road, Ste. 511
Atlanta, GA 30338
(770) 551-0403
Contact: James Mercer – jmercer@mercergroupinc.com

Springsted Inc.
1564 E. Parham Road
Richmond, VA 23228-2360
(804) 726-9750
Contact: John Anzivino - janzivino@springsted.com

Slavin Management Consultant
3040 Holcomb Bridge Road, #A1
Norcross, GA 30071-1357
(770) 449-4656
Contact: Robert Slavin – slavin@bellsouth.net

Developmental Associates
4112 Amesbury Lane
Durham, NC 27707
(919) 812-0132
Contact: Steve Strauss - skstrauss@developmentalassociates.com

This list of firms, with the exception of Developmental Associates, was provided to the Board during the last search for Town Manager. Developmental Associates has been added to the list for this process because several staff members have had experience working with them.

The firms have worked with the following entities: City of Durham, City of Greensboro, City of Raleigh, Town of Apex, Town of Chapel Hill, Town of Monroe, and the North Carolina League of Municipalities. This list is not intended to be exhaustive.

For the Board's consideration, listed below is a suggested scope of services that could be provided by the search firms:

Development of a profile

Development of a timeline

Development of a brochure

Recruitment of candidates

Proposal of 3 – 5 candidates for interview

Assistance as requested during the interview process

Assistance as requested for compensation and benefits negotiations

FISCAL IMPACT

Cost estimates would be provided with proposals submitted by the firms.

STAFF RECOMMENDATION

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