

# BOARD OF ALDERMEN

ITEM NO. D(5)

## AGENDA ITEM ABSTRACT

MEETING DATE: June 21, 2011

**TITLE: Continued Discussion of the Town Manager Recruitment Process**

<b>DEPARTMENT: N/A</b>	<b>PUBLIC HEARING: NO</b>
<b>ATTACHMENTS:</b> A. Proposals from the four search firms	<b>FOR INFORMATION CONTACT:</b> Desiree White, 918-7321 Cathy Wilson, 918-7309

### PURPOSE

The purpose of this item is for the Board to receive proposals from firms that could assist in the recruitment and selection process for the position Town Manager.

### INFORMATION

The Board requested that staff publish an RFP for search firms that could assist in the recruitment and selection process for Town Manager. Town staff has received proposals from the following four firms:

- 1) Developmental Associates
- 2) The Mercer Group, Inc.
- 3) Slavin Management Group
- 4) Springsted, Inc.

Upon request, the firms will provide additional information to the Board. If the Board interviews one or more firms, a special meeting may need to be scheduled based upon the availability of the Board and the availability of the firm(s).

### FISCAL AND STAFF IMPACT

The following chart provides a detail of the firms' estimated costs:

<b>Firm</b>	<b>Estimated Personnel Costs</b>	<b>Out-of-Pocket Costs (Approximate)</b>	<b>Estimated Total*</b>
Developmental Associates, LLC	\$ 18,500.00	TBD	\$18,500.00 +
The Mercer Group, INC	\$ 14,000.00	\$ 7,500.00	\$ 21,500.00
Slavin Management Consultants	\$ 14,720.00	\$ 8,096.00	\$ 22,816.00
Springsted, INC	\$ 15,700.00	\$ 3,800.00	\$ 19,500.00

**\* Possible additional miscellaneous costs are detailed in the individual proposals**

If the Board awards a contract in FY 2010-2011, a budget amendment will be need to be approved at the June 28, 2011 Board meeting. As the Board knows, the fee is only one part of what should be considered

in the decision. This is not a competitive bid situation, so the Board can select the firm it feels best meets its needs in the recruitment process even if the fee is not the lowest.

Additional staff time will be required if staff is asked to make interview arrangements, or to provide additional follow-up.

**RECOMMENDATION**

Town staff recommends that the Board of Aldermen receive the information as presented and to provide further direction to staff.