



## Legislation Details (With Text)

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<b>Type:</b>	Report	<b>Status:</b>		Council Busines	
<b>File created:</b>	3/13/2020	<b>In control:</b>		City Council	
<b>On agenda:</b>	4/14/2020	<b>Final action:</b>			
<b>Title:</b>	Review options related to City Manager recruitment process and provide consensus of option. If a decision is made to use executive search firm, requesting action of firm selection and authorize Staff to begin steps to coordinate the search with the selected firm and to work with City Attorney to negotiate contract terms for Mayor to sign. Request approval of Budget Resolution Number 2020-139 amending the Fiscal Year 2020 Budget and the attached Budget Adjustment Form #20-058-T transferring budget to the City Manager's operating account from General Fund Contingency. (Administrative Services Director)				
<b>Sponsors:</b>	Department Director				
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	1. FCCMA Advisor Cocoa Memorandum.pdf, 2. Baenziger City Manager Recruitment Proposal.pdf, 3. Baenziger Appendices - Cocoa, FL.pdf, 4. Baenziger Reference Responses.pdf, 5. Mercer Cocoa, FL Proposal March 2020.pdf, 6. Mercer Reference Letters.pdf, 7. SGR Recruitment Proposal-City Manager.pdf, 8. SGR Reference Responses.pdf, 9. Budget Resolution FY 2020.pdf, 10. BAF 20-058-T -AS-City Manager Recruitment (4-10-20) Agenda 20-184.pdf				

Date	Ver.	Action By	Action	Result
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## CITY COUNCIL AGENDA ITEM

Memo Date: April 9, 2020  
Agenda Date: April 14, 2020  
Prepared By: Tammy B. Gemmati, PHR, Administrative Services Director  
Through:  
Requested Action:

Review options related to City Manager recruitment process and provide consensus of option. If a decision is made to use executive search firm, requesting action of firm selection and authorize Staff to begin steps to coordinate the search with the selected firm and to work with City Attorney to negotiate contract terms for Mayor to sign. Request approval of Budget Resolution Number 2020-139 amending the Fiscal Year 2020 Budget and the attached Budget Adjustment Form #20-058-T transferring budget to the City Manager's operating account from General Fund Contingency.

### BACKGROUND:

Pursuant to City Council direction at the special meeting on March 17, 2020 to Staff, City Manager recruitment alternatives were researched and are attached for Council review. To help outline options and add perspective to the options, City Staff contacted Florida City and County Management Association (FCCMA) to request guidance from their Senior Advisors to City Council in selecting an option. Senior Advisors are retired city and county managers with lengthy experience and who are respected within the public management field. Senior Advisors are appointed by the

boards of directors of the FCCMA and the International City/County Management Association (ICMA).

Senior Advisor Ken Parker will attend this meeting to present the different alternatives to City Council members. A memorandum was provided by Mr. Parker in advance of meeting for Council to review. The options will be presented and Council should provide a consensus of an option. If the option selected is to use an executive search firm, Council shall make a motion to select a firm.

Proposals from three executive search firms specializing in public sector executive recruitment. The proposals received from firms include, in alphabetical order, (1) Colin Baenziger & Associates, (2) Mercer Group Florida, (3) Strategic Government Resources (SGR). A summary is provided below of each proposal outlining the proposed fees with reference to specific pages of the proposals that outline the firm's search methodology. Additionally, Staff has contacted references and has provided a copy of the written reference forms.

1) Colin Baenziger & Associates

- Firm qualifications/experience: pages 3-16
- Search methodology: pages 17-22
- Timeline: page 23
- Fee: \$26,500, including expenses (page 33)
- Warranty: Within one year, reimbursement of expenses only. See page 33 for additional warranty details.

2) Mercer Group Florida

- Firm qualifications/experience: pages 2-5
- Search methodology: 7-10 pages
- Timeline: page 11
- Fee: \$17,500, including expenses (page 12)
- Warranty: Within one year, reimbursement of expenses only. See page 13 for additional warranty details.

3) Strategic Government Resources (SGR)

- Firm qualifications/experience: Tab 1, 2
- Search methodology: Tab 3
- Timeline: Tab 3 (last page)
- Fee: Tab 4
  - Professional Services Fee \$18,500
  - Expenses Not-to-Exceed \$8,000 (See detail)
  - All Inclusive, Not-to-Exceed \$26,500
  - See proposal for supplemental services
- Warranty: Within 18 months, reimbursement of expenses only. See last page of tab 4 for further warranty details.

Each firm has been invited to provide a brief ten-minute presentation. Each firm has offices in Florida and handles recruitments in this area. Due to risk of COVID-19, each firm has opted to present to City Council virtually.

### Budget Impact

Expenses related to the City Manager recruitment were not budgeted in the Fiscal Year 2020 budget and the project expenses will most likely carryover into the 2021 budget. Candidate travel expenses are not included with any proposal and will be incurred by the City to bring the finalist candidates to the City (travel, meals, hotel, etc.). These costs will vary but are estimated at about \$500-750 per candidate.

The anticipated total costs, including the professional services and candidate travel is expected to be around \$30,000. A Budget Amendment Form (BAF) is attached to this agenda requesting a transfer from contingency.

### **STRATEGIC PLAN CONNECTION:**

Enter text here

### **BUDGETARY IMPACT:**

Budgeted	No
If not budgeted, is amendment/transfer attached?	Yes

Budget Adjustment Form # 20-058-T

Transferred from:

Amount Requested	(\$30,000)
Account Number	<u>001-1600-513.39-00</u>
Account Name	<u>General Fund Contingency</u>

Amount Requested	<u>\$26,500</u>
Account Number	<u>001-1100-512.31-00</u>
Account Name	<u>Professional Services</u>

Amount Requested	<u>\$3,500</u>
Account Number	<u>001-1100-512.40-00</u>
Account Name	<u>Travel &amp; Per Diem</u>

### **PREVIOUS ACTION:**

N/A

### **RECOMMENDED MOTION:**

Review options related to City Manager recruitment process and provide consensus of option. If a decision is made to use executive search firm, requesting action of firm selection and authorize Staff to begin steps to coordinate the search with the selected firm and to work with City Attorney to negotiate contract terms for Mayor to sign. Request approval of Budget Resolution Number 2020-139 amending the Fiscal Year 2020 Budget and the attached Budget Adjustment Form # 20-058-T transferring budget to the City Manager's operating account from General Fund Contingency.