



## Legislation Text

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File #: 20-222, Version: 1

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### **CITY COUNCIL AGENDA ITEM**

Memo Date: April 9, 2020  
Agenda Date: April 22, 2020  
Prepared By: Tammy B. Gemmati, PHR, Administrative Services Director  
Through:  
Requested Action:

City Council consideration of promoting Interim City Manager to City Manager position. If necessary, approval of Agreement between the City of Cocoa and the Mercer Group, Inc. as the executive search firm for the City Manager search. Approval of Budget Resolution Number 2020-139 amending the Fiscal Year 2020 Budget and the attached Budget Adjustment Form #20-062-T transferring budget to the City Manager's operating account from General Fund Contingency.

#### **BACKGROUND:**

On April 14, 2020 a Special City Council Meeting was held to discuss recruitment options to fill the vacant City Manager position. One of the options discussed was the consideration of the current Interim City Manager Matthew Fuhrer for the role. Additionally, three executive search firms presented their proposals to Council for the option of hiring an external candidate.

Council agreed to consider Mr. Fuhrer for the City Manager position. Prior to making the final decision, individual meetings will be held between Mr. Fuhrer and Councilmembers to discuss him as an applicant. If Council makes the decision to appoint Mr. Fuhrer, an agenda item will be brought to the following meeting for approval of a proposed contract.

City Council approved hiring the Mercer Group Inc, for the City Manager search in the event it was not decided to appoint Mr. Fuhrer. The City Attorney worked with Dona Higginbotham to negotiate the terms of the agreement in the event this path is chosen. The total cost for the recruitment search is \$17,500, with exception of any candidate travel expenses. Additionally, the Mercer Group offers a one year warranty on the City Manager selection. All of the warranty details are covered in the attached proposal and contract.

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 \$21,000. A Budget Amendment Form (BAF) is attached to this agenda requesting a transfer from contingency.

**STRATEGIC PLAN CONNECTION:**

Enter text here

**BUDGETARY IMPACT:**

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

Budget Adjustment Form # 20-062-T

Transferred from:

Amount Requested	(\$21,000)
Account Number	<u>001-1600-513.39-00</u>
Account Name	<u>General Fund Contingency</u>

Amount Requested	<u>\$17,500</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:**

At a Special City Council Meeting on April 14, 2020, Council contingently selected Mercer Group, Inc. for the executive search firm to conduct the City Manager search in the event it is not decided to promote Interim City Manager Matthew Fuhrer.

**RECOMMENDED MOTION:**

City Council consideration of promoting Interim City Manager to City Manager position. If necessary, approval of Agreement between the City of Cocoa and the Mercer Group, Inc. as the executive search firm for the City Manager search. Approval of Budget Resolution Number 2020-139 amending the Fiscal Year 2020 Budget and the attached Budget Adjustment Form #20-062-T transferring budget to the City Manager's operating account from General Fund Contingency.