

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION**

Date: May 9, 2013

SUBJECT: Police Chief Recruitment Process

SUBMITTING DEPARTMENT: Human Resources

PREPARED BY: Karen Smith, Human Resources Director

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENT: The Mercer Group, Inc. Scope of Services Proposal and Agreement

SUMMARY BACKGROUND: It is proposed that the Town Council approve an agreement with the Mercer Group, Inc. to assist the Town with recruiting a Police Chief. Staff has considered five professional group proposals that provide such services, and believes The Mercer Group, Inc. has made the best proposal for the Town's needs. An agreement with such professional groups may be made directly without a competitive bid process.

Staff has been able to negotiate an amount of no more than \$18,900 for these services by Mercer with an additional \$10,000 if needed (depending on candidate travel and moving expenses). The Town would pay for the cost of travel, lodging, and car rental for any candidates interviewed who are out-of-state. In addition, should the selected candidate be from out of the area, the Town would pay moving expenses.

It is expected that the process will require approximately 120 days.

OPTION ANALYSIS: The Council may vote to:

- 1.) approve this Agreement and the related budget transfer, **OR**
- 2.) not approve this Agreement and the related budget transfer, **AND/OR**
- 3.) direct staff to pursue other options.

ACTION OPTION: Motion to approve an Agreement with The Mercer Group, Inc. in the amount of \$18,900 (along with up to \$10,000 for expected recruitment expenses), plus the related budget transfer from the Contingency Fund, **OR** Motion not to approve this Agreement and related budget transfer.
VOTE.

RECOMMENDATION: Town staff recommends approval of the Agreement and related budget transfer.

FISCAL ANALYSIS: Funds would be transferred from the General Fund Contingency Account (101-9500-619-8999) to the Human Resources Consultant budget (101-3300-613-3415) in the amount of \$18,900, with the potential to transfer an additional \$10,000 to Human Resources Recruit Travel budget (101-3300-613-5670) if needed for travel and moving expenses.

REVIEWED BY:

Management Services Director _____

Town Clerk Diene Russell

Town Attorney [Signature]

Town Manager [Signature]

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____