

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

Date: September 26, 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: None

SUMMARY BACKGROUND: In May 2013 the Town Council reviewed and approved an agreement with the Mercer Group, Inc. to assist the Town with recruiting a Police Chief. Staff negotiated an amount of no more than \$18,900 for these services with the first \$5,000 transferred from Contingency Funds and paid at that time.

Further Council was advised at that time anticipated recruitment costs of \$10,000 may be needed in FY13-14 for the Town to pay the cost of travel dependent on the number of candidates interviewed and other related recruitment activities. In addition, should the selected candidate be from out of the area, the Town would pay moving expenses.

Transfer from Contingency Funds for these remaining expenditures is requested that includes the \$13,900 balance due to The Mercer Group, Inc., and \$15,000 for incurred recruitment costs and anticipated moving expenses.

OPTION ANALYSIS: The Council may vote to:

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

ACTION OPTION: Motion to approve budget transfer from the Contingency Funds to complete the Agreement with The Mercer Group, Inc. in the amount of \$13,900, along with \$15,000 for recruitment expenses. **VOTE.**

RECOMMENDATION: Town staff recommends approval of the 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 \$13,900, and up to an additional \$15,000 to Human Resources Recruit Travel budget (101-3300-613-5670) for travel and moving expenses.

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____