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**SPECIAL
COMMISSION MEETING
CITY OF ST. PETE BEACH**

155 Corey Avenue

Thursday, July 10, 2014

4:00 PM

Call to Order
Pledge of Allegiance
Invocation
Roll Call

- 1. Selection of Executive Search Firm for the City Manager position**
- 2. Adjournment**

APPEAL

If a person decides to appeal any decision made at this meeting, they will need a record of the proceeding and, for such purpose, may need to ensure that a verbatim record of the meeting is made, which record includes the testimony and evidence upon which the appeal is to be based. (F.S. 286.0105) The City does not furnish verbatim transcripts; interested parties should make the necessary arrangements for verbatim transcripts.

AMERICAN DISABILITIES ACT

In Accordance with the American's with Disabilities Act and F.S. 286.26, persons with disabilities needing special accommodations to participate in this meeting should contact City Hall at (727) 367-2735 no later than (4) days prior to the meeting for assistance.

The public is cordially invited to attend. All agenda material is available for review at City Hall.

**St. Pete Beach City Commission
Agenda Report**

Issue Considered: Selection of Executive Search Firm for the City Manager position

Date: July 10, 2014

Prepared By: Elaine Edmunds, Interim City Manager *EE*

Summary of Issue: The City solicited Request For Proposal for “Executive Search Firm for City Manager” and received five (5) proposals. After discussing the proposals, a ranking of the firms will be conducted by ballot to select who will conduct the search for the next City Manager.

Requested Motion: “I move to enter into an agreement with _____ to conduct a search for a City Manager.”

Attachment: Executive Search Firm Matrix
Proposals (5)

City Manager Executive Search Firm Request for Proposal - June 30, 2014 2:30 pm

COMPANY	AMOUNT	REPLACEMENT GUARANTEE	SMALL TO MID CITY REFERENCE	YEARS OF EXP.	SERVICES
<u>The Mercer Group Inc.</u> WD Higginbotham Jr., Senior VP 9123 Cherry Trace Seminole, FL 33777-1150 727-214-8673 www.mercergroupinc.com	\$14,750.00 minus \$1,475 multiple search discount* Total \$13,275 *under contract for CDD position	24 months, redo search if position is vacated for any reason, no professional fee	Treasure Island, FL Gulfport, FL Indian Rocks Beach FL St. Pete Beach, FL	24 + YRS	Position Analysis Recruitment Process Resume Review Candidate Screening Background Investigation Interview Process Negotiation & Follow Up
<u>Colin Baenziger & Associates</u> Colin Baenziger 2055 South Atlantic Avenue, Ste 504 Daytona Beach Shores, FL 561-707-3537 www.cb-asso.com	\$23,000.00	1st - 12 months -position vacated redo search at no charge, if leaves in 2nd 12mos. redo search, plus expenses	Cape Canaveral, FL Maderia Beach, FL Key Biscayne, FL Mount Dora, FL	17 YRS	Needs Assessment Recruitment Process Screening & Finalist Selection Coordinate Interview Process & Selection Negotiation & Continuing Assistance
<u>S. Renee Narloch & Associates</u> S. Renee Narloch 2910 Kerry Forest Poarkway, D4-242 Tallahassee, FL 32309 850-391-0000 www.srmsearch.com	\$14,500 plus expense estimated to not exceed \$6,500 \$21,000	12 months - redo the search if terminated for cause, plus expenses	Miami Beach, FL Coconut Creek, FL Pasco County, FL Alachua County, FL	Recently Incorporated 25+ YRS	Advertising Campaign Recruiting Candidates Screening Candidates Preliminary Interviews Interview Process Background checks/Detailed Reference checks
<u>Slavin Management Consultants</u> Robert Slavin 3040 Holcomb Bridge Road Norcross, GA 30071 770-449-4656 www.slavinweb.com	\$14,830 plus expenses not to exceed 55% of fee Total not to exceed \$22,986.50	24 months - redo the search if position is vacated, for any reason	Dunedin, FL Venice, FL Branson, MO Fort Myers, FL	16 YRS	Identify and recruit qualified candidates evaluate projective candidates Recommendations, help selection & facilitate employment Establish evaluation criteria and follow-up
<u>Rollie Waters</u> Waters & Co., A Springsted Co. 5050 Quorum Drive, Suite 625 Dallas, Texas 75254 972-481-1950 www.watersconsulting.com	\$24,500	1st -12 months - redo search, no add'l. fee (+ project related exp.) if terminated for cause 2nd -12 months - redo search is reduced 50%, plus project related exp. if terminated for cause	Sanford, FL Eustis, FL Novi, MI Fate, TX	Waters & Co and Springsted Group recently merged	Recruitment & Advertising Identification of Quality Candidates Screen Applicants & Recommendation of Semi-finalist Conduct Background & Reference checks, Academic Verifications Final Interview Process