

City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	November 28, 2018		Item Type: <small>(Enter X in box)</small>	Resolution	Ordinance	Other <div style="text-align: center;">X</div>		
Fiscal Impact: <small>(Enter X in box)</small>	Yes	No	Ordinance Reading: <small>(Enter X in box)</small>	1st Reading		2nd Reading		
	X			Yes	No	Yes	No	
Funding Source:	General & Utility Funds		Advertising Requirement: <small>(Enter X in box)</small>	Yes		No		
						X		
Account Balance:	\$25,000		Quasi-Judicial: <small>(Enter X in box)</small>	Yes		No		
						X		
Project Number:	N/A		RFP/RFQ/Bid Number:	N/A				
Contract/P.O. Required: <small>(Enter X in box)</small>	Yes	No	Strategic Plan Priority Area: <small>(Enter X in box)</small> <div style="display: flex; justify-content: space-between;"> <div>Safety</div> <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-between;"> <div>Quality</div> <input checked="" type="checkbox"/> </div> <div style="display: flex; justify-content: space-between;"> <div>Vibrant Appeal</div> <input type="checkbox"/> </div>					
Sponsor Name:	Nydia M. Rafols Sallaberry, Interim City Manager		Department: Human Resources	Radu Dodea, Human Resources Director				

Short Title:

Selection of Executive Firm to provide City Manager recruitment services

Staff Summary:

BACKGROUND:

At the November 19, 2018 City Commission meeting, staff presented an agenda item to request direction on the City Manager recruitment process. There were two options presented, an internal recruitment process and an external recruitment process. Staff brought forth recommendations, presented the benefits and disadvantages of each option, as well as discussed the two quotes

received. After presentation and discussion, the City Commission voted to implement an external recruitment process.

This item seeks City Commission approval to select the Mercer Group as the executive recruitment firm to conduct executive search and recruiting services for a City Manager.

CURRENT SITUATION:

The City Commission authorized staff to implement an external City Manager recruitment process and to bring forth recommendations for an executive recruitment firm that will work with the City Commission to develop the ideal profile for the City Manager position, develop and implement a marketing strategy, advertising campaign and outreach to best-fit candidates, conduct preliminary interviews and candidate screening, conduct the background investigations, oversee the interview process with the City Commission and the community, and assist with the contract negotiations.

Under this option, the recruitment firm, with the assistance of the Human Resources Department, will work directly with the City Commission to recruit the best fitted candidate, based on the Commission's direction.

DISCUSSION:

Staff is requesting the City Commission review and approve the attached agreement with the Mercer Group to begin the recruitment process for City Manager.

WHY ACTION IS NECESSARY:

Pursuant to the Code of Ordinances, Part I - Charter, Article VI, Division 3, Section 6.03: City Manager, "The city commission shall, by a majority vote of the full commission, appoint a city manager who shall be the administrative head of the municipal government under the direction and supervision of the city commission. The city manager shall receive such compensation as the city commission may fix and determine. The city manager shall be chosen solely on the basis of executive and administrative qualifications, without regard to political belief and shall be over the age of twenty-one (21) years."

FISCAL IMPACT:

Based on the proposal received, the estimated cost to complete the external recruitment process for City Manager will cost approximately \$16,750. Additional costs for final candidates to travel to Hallandale Beach for interviews are not included and, in general can cost \$600 - \$750 per person.

Proposed Action:

City Commission review and approval of the Agreement with the Mercer Group to conduct executive search and recruiting services for a City Manager.

Attachment(s):

Exhibit 1 – The Mercer Group Recruitment Proposal