

KERRVILLE CITY COUNCIL AGENDA
SPECIAL MEETING, TUESDAY, NOVEMBER 15, 2016, 8:00 A.M.
CITY HALL COUNCIL CHAMBERS
701 MAIN STREET, KERRVILLE, TEXAS

CALL TO ORDER

1. CONSIDERATION AND POSSIBLE ACTION:

1A. Selection of a search firm and finalization of a process for the recruitment of a city manager.

ADJOURNMENT.

The facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this event. Please contact the City Secretary's Office at 830-257-8000 for further information.

I do hereby certify that this notice of meeting was posted on the bulletin board at the City hall of the City of Kerrville, Texas, and said notice was posted on the following date and time: November 9, 2016 at 3:00 p.m. and remained posted continuously for at least 72 hours preceding the scheduled time of the meeting.

Brenda Craig
City Secretary, City of Kerrville, Texas

TO BE CONSIDERED BY THE CITY COUNCIL

CITY OF KERRVILLE, TEXAS

SUBJECT: Consideration and selection of a search firm and finalization of a process for the recruitment of a City Manager.

FOR AGENDA OF: November 15, 2016 **DATE SUBMITTED:** November 3, 2016

SUBMITTED BY: Kimberly Meismer *KM* **CLEARANCES:** Don Davis
Director of General Operations Interim City Manager

EXHIBITS: Spreadsheet of search firms responding to RFP

AGENDA MAILED TO:

APPROVED FOR SUBMITTAL BY CITY MANAGER:

Expenditure	Current Balance	Amount	Account
Required:	in Account:	Budgeted:	Number:
\$	\$	\$	

PAYMENT TO BE MADE TO:

REVIEWED BY THE FINANCE DIRECTOR:

SUMMARY STATEMENT

At the October 25, 2016 City Council meeting, Council directed staff to send a Request for Proposals (RFP) for recruitment of a City Manager to seventeen (17) search firms. Below is the timeline for this process:

October 26, 2016	RFP sent out via email
November 9, 2016	Deadline for submission
November 10-11, 2016	Preliminary analysis of the search firms
November 14, 2016	Interviews by designated Council members
November 15, 2016	Recommendation to Council

RECOMMENDATION

Consideration and selection of a search firm and finalization of a process for the recruitment of a City Manager.

Request for Proposals for Search Firm for City Manager

Deadline for Submission - 11/09/2016 - 3:00 pm

Company Name	Contact Name	Base Fee	Estimated Expenses	Total Cost	Alternate Contract - Total Cost Not To Exceed	Estimated Timeline from Start to Offer
Chris Hartung Consulting, Arlington, Texas	Chris Hartung	\$15,000	\$4,925	\$19,925	\$21,000	11/28/2016 - 03/17/2017
Slavin Management Consultants, Dallas, Texas	Paul Wenbert	\$16,005	\$7,202	\$23,207	N/A	03/01/2016 - 90 days to offer of employment
Waters & Company, Addison, Texas	Miguel Ozuna			\$24,500	\$24,500	11/29/2016 - offer of employment made week of 02/27/2016
Strategic Government Resources, Keller, Texas	Ron Holifield	\$18,500	\$8,500	\$27,000	\$27,000	03/13/2016 - 15 weeks