



## Takoma Park City Council Meeting – July 26, 2017 Agenda Item 2

### **Voting Session**

Single reading ordinance approving the City Manager to execute an agreement with the executive search firm, Springsted Waters, to complete the search for the City's Chief of Police.

### **Recommended Council Action**

Adopt the ordinance

### **Context with Key Issues**

The Chief of Police separated employment with the City in March 2017. The City has chosen to use an executive search firm to assist with its recruitment of an excellent Police Chief.

A Request For Proposals (RFP) from executive search firms with experience recruiting Police Chiefs was posted in June 2017 with a July 2017 deadline for submission. The City received six proposals in response to its RFP.

The price quoted by each of the respondents ranged from \$20,000 to \$31,000 with most firms providing a base fee between \$14,000 and \$19,500 and expenses ranging from \$5,000 to \$8,500.

Of the six proposals received, based on the criteria in the RFP and the City's needs, the City Manager identified Springsted Waters as the firm believed to be best suited to support efforts in reaching and retaining the person most qualified for the position.

### **Council Priority**

Engaged, Responsive & Service-oriented Government  
A Livable Community for All

### **Environmental Impact of Action**

None expected

### **Fiscal Impact of Action**

An amendment for the FY 17 budget was approved and later moved to FY 18 in order to support the expense related to the search.

### **Racial Equity Impact of Action**

The Racial Equity Impact of this action is unknown at this time.

### **Attachments and Links**

Ordinance

Introduced by:

Single Reading Ordinance

**CITY OF TAKOMA PARK, MARYLAND**

**ORDINANCE NO. 2018-**

**AUTHORIZING AWARD OF CONTRACT FOR EXECUTIVE SEARCH SERVICES**

WHEREAS, the City of Takoma Park has a vacancy for Chief of Police; and

WHEREAS, a Request for Proposals for executive search services was posted in June 2017 with a July 7, 2017 deadline for submission of proposals; and

WHEREAS, we received proposals from six firms specializing in executive level recruitment with experience recruiting Chiefs of Police; and

WHEREAS, the City Manager, Deputy City Manager and Human Resources Director have identified a firm as a finalist based on the evaluation criteria outlined in the Request for Proposals; and

WHEREAS, the firm of Springsted Waters was ultimately selected for the contract award; and

WHEREAS, the firm of Springsted Waters has quoted a total cost of \$24,500 for the services as outlined in the request for proposals, which includes professional fees of \$19,500 and related expenses not to exceed \$5,000.

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:

SECTION 1. The City Manager or her designee is authorized to enter into a contract with Springsted Waters to provide executive search services as outlined in the firm's proposal for a fee of \$24,500.

SECTION 2. This Ordinance shall become effective immediately.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2017 by roll-call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: