

RESOLUTION NO. 022717-3

**A RESOLUTION APPROVING A LETTER OF AGREEMENT WITH RJS ORGANIZATION CONSULTANTS CONCERNING THE RECRUITMENT OF A CITY MANAGER**

WHEREAS, the City of Abilene desires to accept a Letter of Agreement with rjs Organization Consultants ("Consultant") to provide recruitment services for the position of city manager.

NOW, THEREFORE BE IT RESOLVED, by the City Commission of the City of Abilene, as follows:

**SECTION ONE. Letter of Agreement.** That a Letter of Agreement with Consultant is hereby adopted as attached hereto as **Exhibit A**.

**SECTION TWO. Implementation.** The Mayor is hereby authorized to execute the aforementioned Agreement, and the City Manager shall be authorized to enforce the provisions as provided therein and in applicable resolutions, ordinances, and laws.

**SECTION THREE. Effective Date.** That the effects of this Resolution shall be in full force after its approval by the City Commission.

**PASSED AND APPROVED** by the Governing Body of the City of Abilene, Kansas this 27<sup>th</sup> day of February, 2017.



ATTEST:

*Penny Soukup, CMC*  
Penny Soukup, CMC  
City Clerk

CITY OF ABILENE, KANSAS

By: *Dee Marshall*  
Dee Marshall, Mayor

**EXHIBIT A**

**Professional Services Agreement**

**February 27, 2017**



## ORGANIZATION CONSULTANTS

ROBERT J. SAUNDERS  
1542 MERIT LANE  
Liberty, Missouri

VOICE LINE 816.781.5329  
email: bob@rjsorganizationconsultants.com

February 22, 2017

### LETTER OF AGREEMENT

The Honorable Dee Marshall  
Mayor  
Members of the City Commission  
Abilene, Kansas

#### VIA ELECTRONIC DELIVERY

Madam Mayor and Members of the City Commission:

I am pleased to learn that the Abilene, Kansas City Commission wishes to use the services of rjsOrganization Consultants in the search for and selection of a city manager. The following will set forth the scope of services and the costs associated with those services as previously proposed.

#### SCOPE OF SERVICES

Please know my approach is to assist members of the City Commission in making right decisions. The approach is not to impose decisions on the members.

Following is the typical scope of services we offer in the selection of a city manager:

1. The establishment of a time schedule which is mutually acceptable to client and consultant and then conduct all activities within that schedule in so far as possible.
2. Prepare and place position available announcements

EXECUTIVE RECRUITMENT STRATEGIC PLANNING/GOAL SETTING  
ORGANIZATION & MANAGEMENT CHANGE/DEVELOPMENT  
GROUP FACILITATION

3. Preparation of a detailed questionnaire which is administered to all members of the City Commission through the mail (US or electronically) for the purpose of establishing criteria for the position of city manager.
4. Receive and compile the results of the questionnaire answered by city commission members. Also, prepare the results of the questionnaire for presentation to the City Commission
5. Prepare, conduct, and facilitate a meeting of the City Commission to "feedback" questionnaire results and assist the commission members in establishing, by consensus decision, the criteria which will be included in a City Commission Community Profile Statement and a Position Profile Statement.
6. Prepare, for the approval of the city commissioners, both the Community and Position Profile Statements encompassing the appropriate and agreed upon items. Such statements, when approved by the commissioners, will then form the basis for future recruitment, screening and selection decisions.
7. Manage the selection process for the City Commission as it directs.
8. On behalf of the mayor and commissioners, answer applicants' questions by telephone, email, or letter. Acknowledge receipt of resumes and notify candidates of their standing in the process.
9. Actively recruit desirable candidates as appropriate to the process.
10. Screen all applicants, check references, and appropriately advise the mayor and city commissioners in the selection of candidates for interviews.
11. Establish, manage, and monitor an orderly interview process for the City Commission.
12. Monitor and assist the City Commission with handling the contracting phase as requested by the mayor and commissioners.
13. Advise the City Commission on any other matters consistent with these services as requested.

14. Be available for post appointment mentoring with the successful applicant for a minimum of ninety days from date of employment.

#### PROFESSIONAL FEES AND COSTS

The scope of services outlined above is offered to the city of Abilene, Kansas for a total consulting fee of Nine Thousand Five Hundred Dollars (\$9,500.00). Other consultant expenses will not exceed Seven Hundred Fifty Dollars (\$750.00) without prior authorization from the city commission.

The cost of advertising and interview expenses are expressly those of the City. (Typically, advertising expense will be less than one thousand dollars. The city commission will control interview expense by their invitation of candidates for interviews.)

Partial payment of the consulting fee in the amount of Four Thousand Seven Hundred Fifty Dollars (\$4,750.00) will be billed and payable upon completion of the Profile stage of the process. Final billing of the remaining fee and expenses will take place upon completion of the selection process. Completion of the selection process shall be determined when an offer extended by the City Commission of Abilene has been accepted by the candidate.

#### ACCEPTANCE

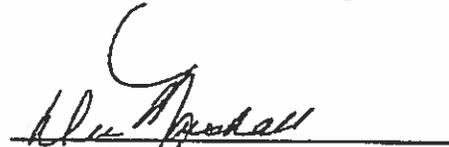
If these terms are acceptable to the Abilene City Commission please sign and return a copy to rjsOrganization Consultants at the above addresses.

Thank you. I look forward to working with the commissioners on this most important task.



Robert J. Saunders  
Consultant

Date: March 6, 2017



Dee Marshall  
Mayor

02/27/2017