City of Benson
City Council Communication

Regular Meeting **February 11, 2013**

To: Mayor and Council Agenda Item # 4

From: Glenn H. Nichols, City Manager

Subject:

League of Arizona Cities and Towns Memorandum of Understanding/Agreement for the City Manager hiring process

Discussion:

On January 25, 2013 Council approved utilizing the League of Arizona Cities and Towns for City Manager hiring process.

Attached is the League of Arizona Cities and Towns hiring process Memorandum of Understanding/Agreement to be approved by City Council for the Mayors signature.

Staff Recommendation:

Approval of the League of Arizona Cities and Towns contract for City Manager hiring process

League of Arizona Cities and Towns

1820 W. Washington · Phoenix, AZ 85007 · Phone: (602) 258-5786 · Fax: (602) 253-3874
Email: league@azleague.org · Web site: www.azleague.org

February 1, 2013

Memorandum of Understanding

This agreement is made between the League of Arizona Cities and Towns ("League") and the City of Benson ("City") for the purpose of recruitment of a City Manager. The League agrees to provide executive recruitment services to the City that will include the following:

* Meeting with Mayor and Council to develop an advertisement and Position Profile and review the Job Description
* Placement of advertisements in state, regional and national outlets; targeted to reach public and private sector candidates
* Receiving and cataloging of applications and acknowledging each one
* Providing the City updates on the progress of the recruitment
* Responding to requests from applicants for items such as information on the City and Arizona, status of the recruitment process, etc.
* Screening of applicants based on Position Profile and Job Description; recommendation of semi-finalists
* Notification to those not under further consideration
* Background and reference checks on finalists including education verification, credit check and court records check
* Other support services as requested such as recommendations for interview questions, sample contracts, typical municipal practices, etc.

The total service fee to the City would be $5,500 inclusive.

Agreed to on this date_____, 2013.

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Ken Strobeck
Executive Director
League of Arizona Cities and Towns

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Toney D. King, Sr.
Mayor
City of Benson