

The specified scope of work shall be completed within the timeframe specified below:

<b>City Manager Search Schedule:</b>	<b>Dates</b>
Search firm conducts interviews of City Council and Staff to develop candidate profile, define ideal characteristics, develop recruitment brochure and advertising campaign	September 11-27
<b>Open national recruitment (one month)</b>	<b>October 1</b>
<b>Close recruitment</b>	<b>October 25</b>
Screen candidates to recommend Top Candidates	October 25- November 18
Council to review top candidate reports and discuss top candidates with professional	November 19
Interview dates	December 2-5
Finalize Reference/Background checks	December 9-17
City Council work session date	December 19
Desirable date for decision and conditional job offer pending background/credit check	<b>December 20</b>
Anticipated Start Date	<b>January 21, 2014</b>

**Warranty:**

The Professional offers to conduct a full national executive search at no cost for their services if the selected candidate leaves for any reason other than an act of God (such as total incapacitation or death) within the first two years of the hire date. If the individual selected departs during the next year or any reason other than an act of God, the Professional will repeat the search for the reimbursement of expenses only.

**COMPENSATION SCHEDULE**

The professional charges a fixed fee of \$23,500 which includes all of their expenses and costs. The professional will bill the fee specified below as the phases are completed and according to the following schedule:

<b>Phase of work</b>	<b>Fee</b>
Phase 1: Needs Analysis / Information Gathering	\$4,000
Phase 2: Recruiting	\$8,000
Phase 3: Screening and Warranty	\$8,500
Phase 4: Interview Process Coordination and Manager Selection	\$1,500
Phase 5: Negotiation and Continuing Assistance	\$1,500

The only other costs the City shall be responsible for are the costs associated with the candidates' (and spouses', if invited) travel, accommodations, and meals for the interview process.

If the City requests work that is clearly beyond the scope of the services described in Exhibit A, it will be billed by the professional at a rate of \$125 per hour. No such work shall be performed without the written consent of the City.