



City of Cambridge

City Hall

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To: Mayor and City Council
From: David J. Deutsch, Acting City Manager
Subject: City Manager Recruitment
Date: October 18, 2021

The previous City Manager ended his tenure with the City of Cambridge on September 3, 2021. Council passed Resolution 21-17 which amends the Administrative Standard Operating Procedures (ASOP) by permitting negotiated contracts for professional services, up to a \$25,000 limit. The Council received the attached proposal from Mercer Group Associates (MGA) on October 3, 2021. As was discussed at the September 27, 2021 Council work session, using MGA will expedite the City Manager recruitment.

The MGA proposal for executive search is for professional services of \$18,000. Expenses are capped at \$6,000 and would be expected to be well under that figure.

The project can begin immediately following Council approval and contract signing.

Mercer Group Associates

City Manager Recruitment Proposal October 3, 2021

CAMBRIDGE, MARYLAND

1. The Mercer Group Associates uses a multi-step process. Those steps include
 - A. Position Analysis: The Position Profile will define the requirements of the position and the job requirements.
 - B. Recruitment Analysis: We will recruit regionally and nationally for the position and network to locate quality applicants.
 - C. Resume Review: We will identify qualified candidates.
 - D. Candidate Screening: We will thoroughly screen qualified applicants.
 - E. Background Investigation: We will thoroughly evaluate prospective candidates
 - F. Interview Process: We will make recommendations and assist in the process.
 - G. Negotiation & Follow-up: We will facilitate employment and follow-up to ensure complete integrity in the process.

2. Schedule: We estimate the project will take 90 to 110 days.

3. Proposal Cost: Our fee for the project is **\$18,000**. In addition to the professional services fee, we estimate that required expenses will not exceed \$6,000. Expenses include limited travel, advertising, printing, reference and background checks. We will submit regular invoices for fees and expenses. It is our practice to bill one-third at the start of the project, one-third upon delivery of semi-finalist application materials, and one-third at the candidate interview stage. There is no guarantee that a candidate will be placed. Our role is to solicit candidates who meet the City's requirements, review those candidates, and assist you in selecting the best applicants from the applicant pool. This is not a contingent fee contract proposal. We will work with you if the initial recruitment does not produce a top candidate. If we need to extend the search, the only additional cost may be some additional and limited consultant travel.

4. Contact: The primary contact for this search will be David J. Deutsch, Senior Associate. Mr. Deutsch is a career city manager with over 40 years' experience. He was Chief Executive Officer of full service communities in Maryland and Pennsylvania. His major emphasis has been on financial management, public safety, human resources/labor relations, economic development, public works including utility management, environmental/sustainability issues, and

organization improvement. Mr. Deutsch has been active in the Municipal Leagues in Maryland and Pennsylvania. He chaired the Board of Trustees for more than half of his eleven year tenure with the Local Government Insurance Trust in Maryland. Mr. Deutsch holds a Master's in Public Administration from the Maxwell School of Citizenship and Public Affairs at Syracuse University, along with a Bachelor's degree in Political Science from the State University of New York at Stony Brook. He was City Manager in Bowie, Maryland for 23 years, and Township Manager in Springettsbury Township, Pennsylvania for 13 years. Mr. Deutsch will have the assistance of Senior Associate Lisa Ward, who has over twenty-five years experience in human resources and executive search.

5. Primary Contact Experience: Mr. Deutsch retired from service as City Manager in Bowie in 2016. He has managed city manager/city administrator recruitments in Westminster, Bowie, Berwyn Heights, Cheverly, Pocomoke City, Taneytown, Poolesville, MD and Dover, Delaware. He recently completed the search for the City Administrator in Cumberland, MD. He has also recruited for a police chief in Mount Rainier and Cheverly, Maryland.

Submitted by:

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REFERENCES

The Honorable Amanda Dewey
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REFERENCES CONTINUED

The Honorable Raymond Morriss
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