

**OFFICE OF THE CITY MANAGER
LITTLE ROCK, ARKANSAS**

**BOARD OF DIRECTORS COMMUNICATION
MAY 2, 2022 AGENDA**

<p>Subject:</p> <p>A resolution to authorize a contract with Makenzie Eason & Associates, LLC, an outside search firm, for employment requirement.</p> <p>Submitted By:</p> <p>Human Resources Department</p>	<p>Action Required:</p> <p style="text-align: center;">Ordinance √ Resolution</p>	<p>Approved By:</p> <p style="text-align: center;">Bruce T. Moore City Manager</p>
<p style="text-align: center;">SYNOPSIS</p>	<p>A resolution to authorize the City Manager to enter into a contract with Makenzie Eason & Associates, LLC, an outside search firm, for the recruitment of qualified applicants for multiple current and future vacancies.</p>	
<p style="text-align: center;">FISCAL IMPACT</p>	<p>The not to exceed amount will be \$250,000.00 which includes \$45,000.00 incurred in the recruitment in the Assistant Public Works Director position noted in below. The cost per each successful recruitment and selection will be 20% of the starting salary of the new employee, plus expenses. C-level (any direct report to the Mayor or City Manager) recruitments will be capped at \$32,000, plus expenses per selected candidate. Funds were not included in the 2023 Budget; therefore, a Budget Amendment will need to be approved to cover the expense</p>	
<p style="text-align: center;">RECOMMENDATION</p>	<p>Approval of the resolution.</p>	
<p style="text-align: center;">BACKGROUND</p>	<p>The City of Little Rock issued RFQ Event No. 1744 and the successful vendor was Mackenzie Eason & Associates, LLC. The City of Little Rock entered into an agreement with Mackenzie Eason & Associates, LLC, to conduct the recruitment for an Assistant Public Works Director at a cost of \$45,000.00, plus expenses.</p>	

**BACKGROUND
CONTINUED**

The contract is for one (1)-year from September 26, 2022 to September 26, 2023, and upon mutual agreement by the parties may be extended for three (3) additional one (1)-year terms, or a portion thereof.