



**City of Racine Human Resources Office**

**MEMORANDUM**

September 15, 2020

Honorable Mayor Cory Mason and members of the Common Council:

Proposals were accepted to complete a national executive search for the position of Police Chief following the announcement of Chief Howell's retirement at the end of 2020.

Proposals were as follows:

<u>Search Firm</u>	<u>Proposal Base Price</u>
Bakertilly	\$25,5000
McGrath Consulting Group	\$32,000
International Association of Chiefs of Police	\$60,000

In August of 2020, following the announcement that Chief Howell would be retiring at the end of 2020, the Human Resources Department in consultation with the Police and Fire Commission and the Mayor's office received proposals from executive search firms to complete a national selection process for the City's next Chief of Police.

We received three competitive proposals from qualified and professional search firms as listed above. After review of all three proposals, we received approval from the Police and Fire Commission to move forward with the search firm Bakertilly.

Bakertilly has proposed a comprehensive search process which will include input from the public, City officials, Police Department staff with final appointment determined by the Police and Fire Commission. The entire process is projected to conclude by mid January of 2021. It should be noted that the primary consultant working on this search was also involved in the prior Police Chief search for City and is familiar with the process and community.

The proposal received by Bakertilly quoted a base price of \$25,500 in order to formulate the recruitment materials, advertise the position, complete candidate screening, solicit community input and complete multiple rounds of interviews. Additional services outside of the scope of the proposal may be required as determined by the Police and Fire Commission. Therefore, we are recommending approval of a contract not to exceed \$35,000 for the entire project.

The Police and Fire Commission has officially approved the selection of Bakertilly to serve as the executive search firm for the Police Chief hiring process. Having received this approval, we formally recommend that the Mayor and City Clerk enter into a contract with Bakertilly for an amount not to exceed \$35,000 for the purpose of completing a national search of our next Chief of Police. The contract will be entered into pending final review by City Staff.

As a reminder, the hiring of the next Chief of Police is a duty delegated in state statute to the Police and Fire Commission, not the Mayor or the Common Council. The PFC has approved the process outlined in the Bakertilly proposal and wishes to proceed. The Police and Fire Commission is now asking the Common Council to approve the funding so that the work of finding a new Chief can begin. Attached tonight's Common Council meeting is both this memo, and the PFC approved Bakertilly proposal for you to review.



**City of Racine Human Resources Office**

Respectfully Submitted,

A handwritten signature in blue ink that reads "Kate Croteau".

Kate Croteau  
Human Resources Director

Cc: Monica Santos - Purchasing Agent  
Kathleen Fischer - City Administrator