



## **VILLAGE OF DOBBS FERRY BOARD OF TRUSTEES AGENDA**

**MEETING DATE:** JULY 14, 2020

**AGENDA ITEM SECTION:** MATTERS REQUIRING ACTION

**AGENDA ITEM NO. :** 2

**AGENDA ITEM:** CONSIDER A MOTION TO AUTHORIZE THE MAYOR TO SIGN A PROFESSIONAL SERVICES AGREEMENT WITH DONALD P. MARRA TO PROVIDE PROFESSIONAL ASSISTANCE IN THE SEARCH FOR A VILLAGE ADMININSTRATOR FOR THE VILLAGE OF DOBBS FERRY

**ITEM BACKUP DOCUMENTATION:**

1. VILLAGE OF DOBBS FERRY PROFESSIONAL SERVICES AGREEMENT WITH DONALD P. MARRA

**DONALD P. MARRA  
MUNICIPAL CONSULTANT  
30 MAPLEWOOD AVENUE  
DOBBS FERRY, NEW YORK 10522  
marraconsulting@yahoo.com**

## **VILLAGE OF DOBBS FERRY PROFESSIONAL SERVICES AGREEMENT**

### **PARTIES TO AGREEMENT**

This professional Services Agreement is made between the Village of Dobbs Ferry (herein referred to as the Client) and Donald P. Marra (herein referred to as DPM), with his office located at 30 Maplewood Avenue, Dobbs Ferry, New York 10522.

### **SCOPE OF SERVICES – VILLAGE ADMINISTRATOR SEARCH**

Donald P. Marra (DPM) will provide professional assistance in the search for a Village Administrator for the Village of Dobbs Ferry. The specific professional services to be provided by DPM will include the following:

1. Prepare a Search Timeframe based on input from the Mayor and Village Board.
2. Distribute a Profile Survey to the Mayor and Village Board.
3. Analyze Profile Survey results. Share results with the Mayor and the Village Board.
4. Advertise the position on local and state professional organization web sites and in professional journals. Consultant prepares advertisement.
5. Personally contact current administrators/managers to gauge possible interest in the position.
6. Collect Letters of Interest and Resumes for review by the Mayor and Village Board. Make recommendations and assist the Village Board to reduce applicant pool to approximately six candidates.
7. Schedule a meeting with the Mayor and Village Board to interview the six finalists. Make recommendations and assist the Village Board with reducing the applicant pool to approximately three candidates.
8. Assist board members in conducting reference checks on the three finalists.
9. Prepare potential interview questions for the Mayor and Village Board.

10. Prepare the final interview schedule with the Mayor and Village Board.
11. Prepare a writing exercise to be completed by the three finalists.
12. Schedule a meeting with the Mayor and Village Board to interview the three finalists. Make recommendations and assist the Village Board in selecting the new administrator.

### **TERMINATION**

This Agreement may be terminated by the Village for any or no reason upon ten (10) days prior written notice. In the event of such termination, the Village will compensate DPM for work performed through the termination date at proportional rate based upon a previously agreed time schedule.

### **INDEPENDENT CONTRACTOR**

In providing these services to the Village, DPM will not be acting in the capacity as agent or partner. DPM is acting solely as an independent contractor.

### **CONFIDENTIALITY**

Except when disclosure is mandatory by law, DPM shall not disclose to any third party any information received or observed in connection with work performed under this Agreement one would reasonably deem confidential or otherwise specified as confidential except where such information is or later becomes part of the public domain through no fault of DPM.

### **FEE FOR SERVICES**

The fee for professional services for assistance in selecting a Dobbs Ferry Village Administrator is \$5,000.

### **TERMS OF PAYMENT**

One-Hundred (100%) on completion of the services as described in this agreement.

**SIGNATURES OF PARTIES**

IN WITNESS WHEREOF, the parties have executed this Professional Services Agreement through their respective representatives:

**Village of Dobbs Ferry**

**Donald P. Marra, Consultant**

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_