

CITY OF CHARLOTTESVILLE
OFFICE OF CITY COUNCIL



DATE: December 9, 2021
ADDENDUM NO. 1 (1 page, total)
ISSUED BY: Kyna Thomas, Clerk/ Chief of Staff for City Council
SOLICITATION REFERENCE: RFP #22-81
RFP TITLE CONTRACT FOR CITY MANAGER SERVICES
DEADLINE FOR RECEIPT OF PROPOSALS: 12/14/2021, 4:00 P.M.

This Addendum #1 has been issued to address the following questions received from a potential offeror:

Question: What was the total compensation costs to the City for the former City manager?

City response:

1. Annual Salary Costs at Resignation: \$209,102.40
2. Leave Costs: approximately \$14,086.26 annually
3. Cost of Pension/Retirement Contributions (an example was there was a contribution into the ICMA Retirement Plan on behalf of the Former City Manager?): approximately \$40,775 annually
4. Cost of Health Benefits: City Contribution only: \$9,072 annually
5. Other costs (such as housing or car allowance?): \$500 per month, car allowance:

Question: How many executive level position vacancies are there...please include mid-level positions as well?

City response: The following executive level vacancies exist: deputy city manager (1 vacancy out of 3 total authorized); director of human resources; director of communications (covered by an employee in a temporary “acting” capacity); director of information technology (covered by an employee in a temporary “acting” capacity); police chief (covered by an employee in a temporary “acting” capacity); director of human services (covered by an employee in a temporary “acting” capacity); Director of the Office of Community Solutions (covered by an employee in a temporary “acting” capacity). The following mid-level positions are vacant: Police Captain (1 “acting” captain, out of 4 total captain positions authorized).

Question: Will the City Council appoint a permanent chief of police before engaging a firm to provide interim city manager functions?

City response: No.

---END OF ADDENDUM #1---

Note: A signed acknowledgment of this addendum must be received at the location indicated on the solicitation either prior to the solicitation due date and hour or attached to your bid/proposal. Signature on this addendum does not substitute for your signature on the original bid/proposal document. The original bid/proposal document must also be signed.

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ACKNOWLEDGEMENT BY OFFEROR:

Print Name:

Signature:

Title:

Date: