



CITY COUNCIL AGENDA REPORT

Meeting Date: June 29, 2023

From: Abby Partin, Human Resources Administrator

Subject: Adopt Resolution to Review Recommended Proposals Submitted by Executive Recruitment Firms to Interview for the City Manager Recruitment

Community Goal/Result

Safe Community, Community Building, Fiscally Prudent

Purpose

To ensure the community continues to receive excellent service by retaining and attracting exceptional employees in a financially prudent manner.

Recommendation

Staff recommends the City Council review proposals submitted by executive recruitment firms to recruit the for the position of the City Manager and take any action, as City Council deems appropriate, relative to the process for recruitment of a City Manager.

Background/Discussion

On May 23, 2023, City Manager ad hoc subcommittee, Mayor Davis and Mayor Pro Tempore O'Connell, reviewed a Request for Proposals (RFP) for qualified executive search firms concerning the recruitment for a City Manager and directed staff to circulate the RFP. Staff circulated an RFP requesting, among other matters, qualifications, pricing and a timeline for completion of an executive search. On June 2, 2023, the RFP was sent to ten executive recruitment firms throughout the state and country. Responses were due on June 21, 2023. Seven search firms responded to the RFP and those proposals are attached.

The City Manager ad hoc subcommittee reviewed all proposals on June 27, 2023, and has recommended 4 firms for the full Council to interview. A summary of key information from the recommended proposals is set forth below.

Name of Recruitment Firm	Principal/Recruiter	Pricing /Fees	Est. Recruitment Timeline
Avery & Associates	Bill Avery	\$25,900	>17 weeks
Bob Murray & Associates	Gary Philips	\$32,000	13-16 weeks
Peckham & McKenney	Carl Cahill	\$28,000	12-14 weeks
W. Brown Creative Partners	Wendi Brown/Sam Sackman	\$35,900	12 weeks

If the Council is in agreement with the ad hoc subcommittee's recommendations, it should adopt the attached resolution. Staff will proceed to arrange for interviews on July 6, 2023.

Fiscal Impact

Should the City Council retain one of the above firms, the total fiscal impact will be included in the fiscal year 23-24 budget.

Measure of Success

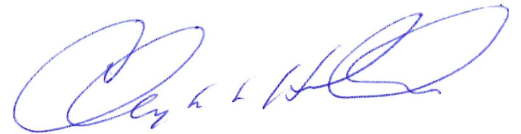
The City is able to maintain a stable and high quality workforce.

Attachments

Resolution 2023-__
RFP proposals received



Abby Partin, Human Resources
Administrator



Clay Holstine, City Manager