

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: April 20, 2021

DEPARTMENT: Commission

TITLE:

Recruitment and Hiring Process for new City Manager

SUMMARY:

Staff is seeking direction on how to proceed with the recruitment and hiring of the next City Manager. In order to provide the Commission with a process that best suits their goals, staff is providing two options generally used by cities for this important task.

BACKGROUND AND JUSTIFICATION:

City Manager Michael Bornstein submitted his letter of resignation on April 6, 2021, which started a 60 day resignation period per his contract that ends on June 6th. The selection of the next City Manager will require a thorough process that can be accomplished through one of the following methods:

1. **Inhouse, HR Department** - The HR Director and staff facilitates developing a recruitment piece incorporating the Commission's direction on the traits, capabilities, and experience levels of potential applicants. The job is then advertised on various job boards such as the National League of Cities, the International City Managers Association, and the Florida City County Managers Association. The applicants are vetted, reviewed, with a finalist list chosen for interviews with the Mayor and Commission. The candidates can also be part of public meeting, a reception to meet the citizens, and an introduction to the staff ending with a final choice and contract negotiation.
2. **Professional Recruiting Firm** – Several firms specialize in recruiting City Managers, offering their own take on the process. They generally are in touch with many experienced Managers who are seeking positions and have a robust vetting process based on the Commission's criteria. They basically handle most of the above process for a fee.

Cities have used each of these options with varying results and costs.

MOTION:

Move to approve/disapprove moving forward with In House/Private Professional Recruiting Firm and bring back an agenda item for selection and authorization at the next meeting.

ATTACHMENT(S):

Fiscal Impact Analysis – N/A