



# City of Stevenson

Leana Kinley, City Administrator

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To: City Council  
From: Leana Kinley, City Administrator  
RE: City Administrator Search Update  
Meeting Date: September 26, 2024

## **Executive Summary:**

The council discussed the process for hiring the next City Administrator at their September 11<sup>th</sup> special meeting. Consensus was to look at separating out the roles of Clerk/Treasurer and City Administrator and to hire a consultant for the recruitment. Below is information on proposals received.

## **Overview of Items:**

Below is a summary list of firms which responded to the request for recruitment services proposal. Detailed proposals are attached for your review. Some of the firms specifically addressed separating out the roles, while others discuss clarifying scopes of services early in the process. All have some form of job description review and position profile. The cost below varies, and some include advertising expenses of around \$2,500, which may be at cost.

Company	Job Description Review	Job Separation Support	Timeline	Cost	Notes
Raftelis	Yes	Yes	Oct-Jan	30,500	DEI
GMP Consultants	Yes	Maybe	12 wks	16,750	18 Mo. Warranty
SGR	Yes	Maybe	12 wks	28,900	12 Mo. Warranty, First-Year Plan and post-hire support, DEI
Prothman	Yes	Maybe	Oct-Jan	16,000	12 Mo. Warranty
MBD Staffing	Yes	Yes	18-mo.	45,000	May be less-assuming 2 recruitments
Tripeppi Smith	Yes	Maybe	16 wks	25,000	List of all candidates

## **Action Needed:**

Motion to approve contracting with \_\_\_\_ for recruitment consulting services as proposed in the amount not to exceed \$\_\_\_\_.