



MAYOR AND COUNCIL COMMUNICATION

DATE: 11/17/15
REGULAR
ITEM #: 12
MOTION

AGENDA ITEM: Search firm for City Administrator
SUBMITTED BY: Clark Schroeder
THROUGH: Clark Schroeder
REVIEWED BY: **Clark Schroeder**

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item.....Staff
- Report/PresentationStaff
- Questions from Council to Staff..... Mayor Facilitates
- Public Input, if Appropriate..... Mayor Facilitates
- Call for Motion..... Mayor & City Council
- Discussion Mayor & City Council
- Action on Motion Mayor Facilitates

BACKGROUND AND STAFF REPORT: The question has been raised as to whether or not to hire a search firm to vet/recruit the cities next administrator. According to Springsted, a search for Lake Elmo would run around 15 to 20 thousand dollars based on the scope of services. The firms could collect resumes, initial interviews, background check, negotiate contracts, recommend for hire, develop descriptions/scope of duties, establish compensation range, develop and execute recruitment and marketing strategy, or other duties which you wish to outsource.

The city could develop a RFP for these services and have parties respond with a competitive bid. The city could contract with a search firm with a negotiated price. The city could search for a new candidate themselves making sure that the current interim administrator does not involve themselves in the selection process.

Some firms which might be of interest to the city are as follows.

Springsted Public Sector Advisors <http://www.springsted.com/>

Waters and Company, a Springsted Company <http://waters-company.com/>

ROO solutions <http://www.roosolutions.net/>

The Chandler Group <http://www.roosolutions.net/>

RECOMMENDATION:

City Council should decide whether to utilize a search firm or not for their next administrator.