



STAFF REPORT

DATE: December 5, 2023

AGENDA ITEM: Solicit Proposals for an Executive Search Firm for the City Administrator Position
SUBMITTED BY: Sarah Sonsalla, City Attorney
REVIEWED BY: Julie Johnson, City Clerk

ISSUES BEFORE COUNCIL:

Should the City Council solicit proposals from executive search firms in order to conduct a search for a City Administrator?

BACKGROUND:

The City is in need of a City Administrator. There are executive search firms that will assist the City with advertising the position and making sure that the posting gets into the hands of prospective candidates. After the posting closes, the firm will perform an analysis of the candidates and interview them. Once finalists are determined, the firm will complete a background study on the finalists. The firm will then have the finalists interview with City leadership staff and the City Council along with other components that the City Council wishes to include in order to find a candidate that is the best fit for the City.

PROPOSAL DETAILS/ANALYSIS:

If the City Council is interested in engaging an executive search firm for the City Administrator, it is suggested that the Council authorize staff to obtain proposals from these types of firms. The Council may then evaluate the proposals and decide which firm it would like to use in the City Administrator search.

FISCAL IMPACT:

There is no cost in seeking proposals. The City will need to pay the executive search firm for its services in conducting the search process. That amount will be determined when the proposals are received.

CITY COUNCIL ACTIONS PROPOSED:

The City Council authorizes requesting proposals from executive search firms for the City Administrator position.

The language for the motion for this action is as follows:

“Move to authorize City staff to request proposals from executive search firms for the City Administrator position.”

ATTACHMENTS:

None