

## MEMORANDUM

---

June 12, 2020

TO: Honorable Mayor and City Commission  
VIA: James Slaton, Interim City Manager  
FROM: Sandra D. Davis, Human Resources Director  
SUBJECT: City Manager Search

### RECOMMENDATION

Review and discuss options.

### BACKGROUND

The purpose of this item is to provide a couple of options to the commission to assist in selecting the next City Manager. In the past, the commission appointed a City Manager Selection Committee consisting of the Mayor and City Commissioners to work through the recruitment and selection process with the assistance of the Human Resources Department.

### **Internal Search**

The internal option timeline typically takes three to four months to complete with no additional costs. The general process is as follows:

- Review and provide feedback on position description and advertisement
- Open recruitment and application period
- Review and rank candidates – City Commissioners
- Human Resources provides completed ranking sheets to the City Commissioners
- Commission decides to interview top candidates
- Human resources will start reference and background checks on short-listed candidates
- In-person/virtual/telephone interviews (round 1)
- In-person/virtual/telephone interviews (round 2)
- Selection

## **External Search Firm**

The external option timeline will take about four to six months at a cost of approximately \$20,000 to \$35,000. The general process is typically as follows:

- Develop and issue request for proposals for most qualified executive search firm consultants, including qualifications, past experience, references and costs.
- Evaluate search firm proposals and decide which 3-5 firms to interview.
- Conduct interviews with search consultants, in-person or online; make sure interview is with the actual consultant who will work with the city.
- Obtain references and contact city commissioners and mayor in cities where consultant conducted recent search to discuss their experiences and anything they would have done differently.
- Discuss search firms in workshop session and obtain consensus on which firm to pick.
- Have city attorney draft contract for search firm services.
- Develop agenda item to approve contract with top city manager search consulting firm.
- Review and approve proposed search timeline and process.
- Review and provide feedback on job description, written job advertisement and job promotional brochure to be made available on the website via email to interested candidates.
- Receive and review resumes of top applicants recommended and vetted by search consultant; review those eliminated to see if commission wants to add any to the mix.
- Schedule and conduct interviews with top 5 candidates for city manager.
- Selection