

# Memorandum

**TO:** City Council Workshop  
**FROM:** Laurie Elliott , Human Resources  
**DATE:** May 17, 2021  
**SUBJECT:** Executive Search Firm Consulting Services Interviews  
**ITEM NUMBER:** 1.a  
**SECTION:** GENERAL BUSINESS

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## **REQUESTED MOTION**

### **INTRODUCTION**

In April 2021 the Council authorized staff to send a Request for Proposals to three executive search consultants to assist in hiring a new City Manager. The proposals were due May 12, 2021. All three firms submitted proposals. Each provided letters of introduction and comprehensive details on their respective processes.

### **DISCUSSION**

The Council will be interviewing the firms on Monday, May 17, 2021 as follows:

<b>Time</b>	<b>Firm</b>
4:30 pm	Heidi Voorhees, GovHR (Project Lead Charlene Stevens was not available this evening; Heidi is the company president)
5:00 pm	Sharon Klumpp, Baker Tilly
5:30 pm	James Miller, Mercer Group

All three firms have similar recruiting processes, including working with staff and Council, creating a candidate profile, an interview process, and contract negotiation. All three have a proven track record of public sector executive recruitments.

Attached is a high level summary of their proposals. The full proposals are also attached to this memo for your reference.

### **RECOMMENDATION**

#### **ATTACHMENTS**

[Proposal Summary](#)  
[Consultant Interview Questions](#)  
[Proposal - GovHR](#)

Proposal - Baker Tilly  
Proposal - Mercer