

City of Bethel Action Memorandum

Action memorandum No.	19-30		
Date action introduced:	May 14, 2019	Introduced	Mayor Watson
Date action taken:	May 14, 2019	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied
Confirmed by:	KM		

Action Title: Confirming Option A, Contracting with a Professional Recruitment Firm to Assist the City in the City Manager Recruitment Process.

Amount of fiscal impact:	Account information:
City Clerk will forward quotes once they are received.	10-51-669 (FY 2020 Budget)

The Action Memorandum lists the approval of Option A, detailed below. If Option B is the preferred course of action, the AM Action above should be amended to reflect Option B.

ACTION 1.

The first step in the recruitment process will be to identify

Option A.

Private Executive Recruiting Firm

PROS	CONS
Provides expertise in the process, will guide the City through the steps and help ensure the Administrative Profile is appropriate for the market	Potentially more expensive
Will have more time to dedicate to actively solicits candidates	May not be familiar with the uniqueness of the community
Will save council time by prescreening candidates	May limit the City’s ability to reach out to individuals since the recruiting firm will require the “finder’s fee” regardless of where the recruitment was made
Should speed up the recruitment process for the organization.	
Some firms offer a guarantee if the employee doesn’t work out.	

Option B.

Council/Staff Administered Recruitment Process

PROS	CONS
Potentially less expensive.	Requires more time from Council Members and Staff
Provide Council with the greatest involvement in the process	Staff/Council may not have the connections to solicit or know of potential candidates
	Recruitment will interfere with normal city business and require extensive staff time for City Clerk and HR Manager
	Recruitment timeline is likely to take longer.

Option A Actions 2-5

2. Set up a meeting to evaluate the recruitment firms and select the firm to contract with.
3. Direct Administration to negotiate a contract with BLANK firm for recruitment services to be brought back to the City Council for approval.
4. The firm would meet with the council to determine the City Manager profile.
5. The firm will then coordinate the overall process and assume responsibilities for tasks until it is time for the council to select and interview candidates. Progress reports will be provided to the Council.

Option B Actions 2-6

2. Set up a meeting to review and finalize:
 - a) Administrative profile (job descriptions, qualification, salary)
 - b) what should be included with each application (resume, cover letter)
 - c) deadline for application submission (at least four weeks)
3. Approve Budget Modification for Job Advertisements.
4. Establish the recruitment committee who will be responsible for interviewing the candidates and narrowing down the list.
5. Determination of ideal schedule for recruitment.
6. Begin evaluating the candidates/hold interviews