

City of Bethel Action Memorandum

Action memorandum No.	19-40		
Date action introduced:	July 9, 2019	Introduced by:	Mayor Watson
Date action taken:	July 9, 2019	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied
Confirmed by:	KM		

Direct the City Manager to negotiate an amendment to the Gov HR contract to include City Attorney recruitment services.

Attachment(s): City Attorney Job Description/ Position Announcement

Amount of fiscal impact:		Account information:
\$16,000	Not Budgeted	10-52-644, Consulting Services

The City of Bethel entered into a contract with Gov HR, to assist in the recruitment of City Manager. Since the City Attorney recruitment process is likely to present similar limitations with the pool of qualified and experience candidates, the City Council wishes to take advantage of the outreach opportunities provided by the professional recruitment firm. By combining the two recruitment processes, the administrative expenses will be combined reducing the cost of the recruitment process.

While this option may appear to cost more money than the in-house option, it will require less time for staff and Council as the advertising, communications, and initial round of interviews and screening will be performed by the professional contractor.

The 2016 recruitment of City Manager, conducted primarily by the City Clerk's Office and the Council began early July; the Council did not hire a City Manager until the end of December. There were 36 applicants screened during this six-month period and there were a number of meetings by the Council and Council Members selected for the review board.

Amendment Option 1 - In House Recruitment with City Council.

Amend the Action Title to Direct the City Clerk's Office to prepare a schedule and budget for in-house recruitment.

Amendment Option 2 - Request for Proposal for Contracted Attorney Services.

Amend the Action Title to Direct City Administration and the City Clerk's Office to prepare and release a Request for Proposal for Municipal Attorney Services. This would remove the in house attorney from the personnel budget and transfer the costs for the contacted firm to the City Manager and City Clerk's Offices.

The costs associated with this form of service ranged from 185,000-200,000 when the City was last without in-house attorneys. This option will likely cause a PERS liability to the City.