



## Legislation Text

---

**File #:** 17-0904, **Version:** 1

---

**TO:** Honorable Mayor & Members of the North Port Commission

**FROM:** Jonathan R. Lewis, ICMA-CM, City Manager

**TITLE:** Discussion and possible action regarding the recruitment of a new City Manager

### **Recommended Action**

Discuss and provide direction on how to recruit a new City Manager.

### **Background Information**

For the last City Manager recruitment (2010/11), Commission directed the City Manager to have Human Resources recruit for a new City Manager, specifically by soliciting proposals for a national executive search firm to facilitate the recruitment and selection process.

If the Commission wishes to go in this direction again the following is one possible plan of action.

- A Request for Professional (RFP) Services could be issued by the Purchasing Division immediately to secure a nationally known local government executive search firm.
- The RFP be would be out for thirty days.
- Staff could recommend a short list of the top three firms to be reviewed.
- The Commission would review and approve their section of a recruitment firm. Hopefully this would occur by the end of April.

The timing of the recruitment and selection would be a point of discussion between the recruitment firm and the Commission. It is realistic to think that the entirety of the process could take 6 to 8 months.

The Commission should consider what steps it would like to take to select an Interim City Manager, the current City Manager's last day is April 3, 2017.

### **Strategic Plan**

N/A

### **Financial Impact**

To be determined, estimated between \$25,000 and \$35,000.

### **Procurement**

Request for Proposal would be issued.

Attachments.

1. 2010 Request of Professional Services - Executive Search

**Prepared by:** Daniel Schult

**Department Director:** Jonathan Lewis