




Memo

To: Mayor and Council
From: Andrew J. Lent, City Administrator 
Date: 6 April 2018
Re: City Administrator Search Proposals

We received four search firm proposals from four well-qualified and proven firms for the city administrator search. The bids received are shown below broken down according to their base bids and not to exceed expense bids. The lowest total bid is from Callahan Municipal Consultants in the amount of \$13,900, which is \$3,350 lower than the next higher bid from HueLife Executive Search. I left out the advertising expense for all three proposals to attempt to get a more equal comparison. If you add in the advertising expenses, the gap is still significant. Finally, the Callahan proposal can be adjusted to the needs/wants of the Council, thus possibly lowering the total cost further.

I know the Council had discussed doing interviews with all the bidders, but I would recommend skipping that step unless you would like to meet separately with Pat Callahan prior to officially accepting his proposal. I have known Pat since my League days starting back in 2001. He was a city administrator in Maquoketa and Anamosa along with working as a consultant for the Institute of Public Affairs at the University of Iowa doing training workshops for municipal officials, which he still does. An added benefit is that he knows many of the potential candidates who might apply for the position, which gives him a head start on the background check of the candidates. He also will have at least one city administrator working with him (Brent Hinson) whom I have know for almost as many years as I have known Pat.

My recommendation is to accept the proposal from Callahan Municipal Consultants with an initial workshop/interview on April 30.

Here is the breakdown of the proposal bids:

<u>Company</u>	<u>Base Amount</u>	<u>Expenses Not to Exceed</u>	<u>Total Amount</u>
Slavin Management Consultants	\$13,740	\$5,496	\$19,236
GovHR USA	\$14,000	\$4,000	\$18,000
HueLife Executive Search	\$14,500	\$2,750	\$17,250
Callahan Municipal Consultants	\$12,900	\$1,000	\$13,900