



## Legislation Details (With Text)

**File #:** ID#23-0079    **Version:** 1    **Name:**  
**Type:** Action Item    **Status:** City Manager Report  
**File created:** 1/30/2023    **In control:** Human Resources  
**On agenda:** 3/2/2023    **Final action:**  
**Title:** Approve agreement for Executive Search Firm Services between the City of Clearwater and GovHR USA for city manager recruiting services, pursuant to Clearwater Code of Ordinances Sec. 2.561(5), Small Purchases, and authorize the appropriate officials to execute same.

### Sponsors:

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### Code sections:

**Attachments:** 1. Clearwater FL CM Proposal(2) - revision

Date	Ver.	Action By	Action	Result
3/2/2023	1	City Council		
2/27/2023	1	Council Work Session		

### SUBJECT/RECOMMENDATION:

Approve agreement for Executive Search Firm Services between the City of Clearwater and GovHR USA for city manager recruiting services, pursuant to Clearwater Code of Ordinances Sec. 2.561(5), Small Purchases, and authorize the appropriate officials to execute same.

### SUMMARY:

In January 2023, an informal request for responses for executive recruiting services was issued to five firms. Two qualified responses were received and evaluated by HR staff. GovHR USA was selected to serve as the executive recruitment firm to handle the recruitment of the City Manager. This agreement includes the following: development of a position profile, advertising, and candidate outreach, applicant screening and assessment; recommendation of semi-finalists; comprehensive background and reference checks; onsite interviews, and negotiation assistance. The \$26,500.00 authorization is an all-inclusive professional fee, and the timeline from kickoff to candidate appointment is estimated to be 14 weeks. In addition to professional fees, travel will be billed as incurred, with prior approval from the City.

### APPROPRIATION CODE AND AMOUNT:

Funds are available in cost code 0109902-530100, professional services, to fund this contract.

### USE OF RESERVE FUNDS: N/A