



AGENDA REPORT

Department: Human Resources
Prepared by: Lydia Flores-Hernandez, Human Resources Director
Meeting Date: Tuesday, May 6, 2025
Approved by: Scott W. Huth, Interim City Manager

SUBJECT:

City Manager Executive Recruitment

RECOMMENDATION:

Retain an Executive Recruitment Firm for City Manager Recruitment

BOARD/COMMISSION/COMMITTEE PRIOR ACTION:

Not Applicable.

EXPLANATION:

On April 18, 2025, the City Council and City Manager Ben Martinez mutually agreed that Mr. Martinez would step down from his role, effective immediately, thereby creating a vacancy in the position of City Manager. Subsequently, on April 22, 2025, the City Council approved the appointment of Scott Huth as Interim City Manager.

The position of City Manager plays a critical role in leading the city's administrative operations, executing the vision of the City Council, and serving as the primary liaison between city staff and the community. Given the significance of this role, it is essential that the recruitment process is thorough, timely, and attracts individuals with the requisite experience, leadership qualities, and values aligned with our community's goals.

City staff now seeks direction regarding the process to permanently fill the City Manager position. Engaging an executive recruitment firm is a common practice, with typical costs ranging from \$25,000 to \$60,000. The average timeline to complete a City Manager recruitment is approximately three to six months.

The first option is for the Human Resources Department to manage the recruitment process internally.

The second option is to engage an external executive search firm to conduct a nationwide search for the next City Manager.

Executive recruitment services typically include the development of a comprehensive position profile—informed by input from City Councilmembers—followed by targeted advertising, outreach, and screening of candidates. The process also involves coordinating structured interviews and conducting thorough reference checks for top finalists before presenting candidates for Council consideration.

FINANCIAL STATEMENT:

The estimated fiscal impact of engaging an executive recruitment firm is expected to range between \$25,000 and \$60,000. A specific budget appropriation will be identified upon the selection of a service provider.

RELATED CITY COUNCIL 2020-2025 STRATEGIC PLAN GOAL:

Balanced Budget and Economic Development

ENVIRONMENTAL REVIEW:

This is not a project under CEQA, and is therefore, not subject to environmental review. CCR15378; PRC 21065.

PUBLIC NOTIFICATION:

The Agenda Report was posted at least 72 hours before the Regular Meeting date and time, and 24 hours before a Special Meeting in accordance with the Ralph M. Brown Act

ORDINANCE:

Not Applicable

EXHIBITS:

None