AGENDA REPORT

Department: **Human Resources**
Prepared by: **Lydia Flores-Hernandez, Human Resources Director**
Meeting Date: **Tuesday, June 3, 2025**
Approved by: **Scott W. Huth, Interim City Manager**

SUBJECT:
City Manager Executive Recruitment

RECOMMENDATION:
Discuss and Provide Direction on Process to 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.

On May 6, 2025, the City Council created a subcommittee to discuss and propose a process for next steps on recruiting a City Manager, including hiring an executive recruitment firm to recruit for and hire the next City Manager. The subcommittee recommends the following process:

Selection of an Executive Search Firm
The following summary is provided to help set in motion the activities related to the selection of an Executive Search Firm for the eventual recruitment of National City's next City Manager. The selection of the Search Firm will be a coordinated effort by an HR staff advisor and the Mayor's subcommittee – Mayor Morrison and Councilmember Molina.

The initial preparatory step is to prepare a solicitation for Search Firms. HR has already completed the solicitation and received proposals from five (5) potential firms. HR staff has reviewed the proposals for responsiveness and determined that the responding firms meet the minimum qualifications for the project.

The evaluation and selection of a Search Firm is the responsibility of the two-member Subcommittee as appointed by the Mayor. The Subcommittee will review and evaluate the proposals from the firms, engage in interviews with the firms, and select a Search Firm.

The goal is for the Subcommittee to report on the selection of the Search Firm to the City Council at its June 17, 2025 regular meeting, along with next steps on the City Manager recruitment. Items to be discussed on June 17th would include criteria for the selected firm to use in its recruitment and timing for the recruitment.

There are two critical milestone dates:
- Week of June 2: A one-hour meeting where the Subcommittee and HR Staff Advisor discuss their evaluation of the proposals and determine which firms will be invited to interview.
- Week of June 9: The Subcommittee and HR Staff Advisor participate in interviews with the firms. Interviews are typically 45 minutes and will be conducted virtually. After all interviews are complete, the Subcommittee and HR Staff Advisor will meet again to discuss the interviews and for the Subcommittee to select a Search Firm.

HR staff to assist with selection activities:
- provide copies of the proposals and evaluation forms
- coordinate and facilitate the firm evaluation meeting
- schedule interviews
- preparing materials to report the selection and next steps to the City Council

Next Steps
- HR to provide proposals from Search Firms to the Subcommittee
- Review responsive proposals from hiring firms
- Coordinating time for the firm evaluation meeting
- Coordinating times for the Search Firm virtual interviews

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.