



AGENDA REPORT

Department: Human Resources
Prepared by: Lydia Flores-Hernandez, Human Resources Director
Meeting Date: Tuesday, June 17, 2025
Approved by: Scott W. Huth, Interim City Manager

SUBJECT:

City Manager Executive Recruitment Selection

RECOMMENDATION:

Accept the Recommendation of the City Council Subcommittee and Adopt the Resolution Entitled, "Resolution of the City Council of the City of National City, California, Authorizing the Interim City Manager to Execute an Agreement with Ralph Andersen & Associates for Professional Recruitment Services."

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.

To begin the process of filling the vacancy, the City Council established a two-member Subcommittee—consisting of Mayor Morrison and Councilmember Molina—on May 6, 2025, to discuss and recommend a recruitment process, including the selection of an executive search firm.

The Human Resources Department prepared and issued a Request for Proposals (RFP) and received five (5) responsive proposals from qualified executive search firms. All proposals were reviewed by HR staff for completeness and minimum qualifications. Of the five (5) responses four (4) firms were selected to participate in the interview process.

Interviews were conducted virtually on June 9 and June 10, 2025. Each firm was allotted approximately 45 minutes for their presentation and Q&A with the Subcommittee and HR Staff Advisor. After all interviews were completed, the Subcommittee reconvened with the HR Staff Advisor to deliberate and finalize their recommendation.

After a thorough evaluation process, the Subcommittee selected Ralph Andersen & Associates to lead the nationwide search for National City's next City Manager.

NEXT STEPS:

- Enter into an agreement with Ralph Andersen & Associates to begin the recruitment process.

- Work with the selected firm to finalize the recruitment timeline, outreach strategy, and desired candidate profile.
- Subcommittee to review and approve recruitment brochure.
- Recruitment firm to screen initial candidates.
- Sub Committee to conduct interviews with 8 -10 highly qualified candidates.
- Full Council to conduct interviews with the top 3 – 5 candidates.
- Final job offer made mid-September.
- Proposed start of new City Manager mid-October or early November.

The selection of Ralph Andersen & Associates ensures that the City of National City will benefit from a professional, transparent, and inclusive recruitment process to identify the most qualified candidates for the City Manager position. Additionally, entering into such a contract will provide the City with additional options and resources for other open and upcoming recruitments that may benefit from the consultant's expertise.

FINANCIAL STATEMENT:

The compensation for services provided under the agreement will be for a not-to-exceed amount of \$100,000. Funds are available in the Human Resources Professional Services Account 100-10-17-17100-7213- .

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

EXHIBIT:

Exhibit A - Resolution