

City of Bethel Action Memorandum

Action memorandum No.	23-12		
Date action introduced:	May 23, 2023	Introduced by:	Mayor Henderson
Date action taken:	May 23, 2023	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied
Confirmed by:	K M		

**Action Title:** Authorizing the City Manager to negotiate and execute a service agreement with Executive Search Firm B.

<b>Amount of fiscal impact:</b>		<b>Account information:</b>
\$30,000	Funds are budgeted	100-52-6335, Other Purchased Services

Bethel City Council passed adopted Action Memorandum 23-06, authorizing the Council’s city manager recruitment process. In association with the process, the Council has the opportunity to hire a professional firm to assist the City Council in navigating the difficult labor market to help ensure the best candidate is selected, and the legal requirements for the recruitment are complied with.

In accordance with [Bethel Municipal Code 4.20.170 Consulting Services for City Council](#), the City Council may select a contractor for consulting services without following the formal procedures for procurement. The council however decided to follow [BMC 4.20.240, Professional Services](#), and obtained four quotes (three were required) for professional services expected to cost less than \$50,000. Those quotes were reviewed and scored by two council members and two staff members.

	Firm A	Firm B	Firm C	Firm D
Reviewer 1	48	91	83	79
Reviewer 2	62	95	52	81
Reviewer 3	47	90	63	80
Reviewer 4	80	79	90	84
Total Points	237	355	288	324

After evaluating all necessary factors, the review body believes Executive Firm B would be the best firm to represent the City’s needs in the recruitment process. The Council therefor directs the City Manager to negotiate and execute a service agreement with Executive Firm B for City Manager recruitment services and the City Clerk’s Office to work with the Executive Firm to initiate the recruitment process.