



April 9, 2014
City Administrator Recruitment – Top 3 Recommendations

Firm	League of Oregon Cities	Prothman	Waldron
Service level	Services intended to assist City services	Full service	Full service
Cost	\$8,750 Plus travel, interview cost, candidate travel	\$18,500 – includes 3 onsite visits Plus additional visits, advertising, printed materials/binders, background, candidate travel (est. \$5100 - \$7700 plus candidate travel)	\$25,000 Plus expenses incurred
Public meeting to develop/adopt profile	Yes	Yes	Yes
Timeline	9-10 weeks to interview and prelim backgrounds	10-14 weeks to complete	11 weeks to interview stage
Active recruitment of candidates	No	Yes	Yes
Background included	References, credit, degree verification, prior employment verification	3-5 References	Initial background on candidates
Guarantee	No Will assist with 2 nd recruitment as part of the fee (additional background fee of \$425 per candidate)	Yes 2 year guarantee – if candidate leaves or is terminated for cause Conduct replacement search no additional fee	Yes 6 month guarantee – if candidate leaves for reasons other than death, mental incapacity, separation w/o cause Conduct replacement search on cost sharing basis (City pays 1/3)

City Council 4-9-14 handout