



Agenda Item Summary

Meeting of: July 14, 2025

Agenda Item Title: Approval of Request for Proposals for Recruitment Services for Hiring City Manager

Submitted by: Mayor Pacheco

Approved for submittal:

City Manager

Explanation of Agenda Item: Since the resignation of the former City Manager, Police Chief Kazyak has been serving as Acting City Manager. A longer-term interim City Manager is being hired to fill the position until after the November City Council election, at which time the new City Council plans to hire a permanent City Manager. Attached is a draft Request for Proposals (RFP) for Recruitment Services for the position of City Manager provided by the City's Human Resources consultant Sage Solutions. Council is asked to review the proposed RFP and approve it for release on July 15, 2025, with an application deadline of July 24th and potential interviews on July 28th.

Budget Considerations: This item is not budgeted for and will require a budget amendment.

Budget Line-Item Assignment:

City Manager Comments/Recommendation:

City Manager Recommended Form of Motion: Motion to Approve the Request for Proposals for Recruitment Services for the hiring of a permanent City Manager.

Names and addresses of those to be notified:

Attachments: Draft Request for Proposal.

All Agenda Item Summaries and any attachments are due in the City Clerk's Office by noon on the Wednesday prior to the City Council meeting. If the Wednesday prior to the City Council meeting is a holiday, then the submission deadline is noon on Tuesday.

EXECUTIVE SEARCH CONSULTANT SERVICES FOR CITY MANAGER RECRUITMENT

Issue Date: July 15, 2025

Proposal Due Date: July 24, 2025

Interviews: July 28, 2025

I. INTRODUCTION

The City of Chelsea, Michigan, is seeking proposals from qualified executive search firms to assist in the recruitment of a new City Manager. The City desires a professional recruitment partner with demonstrated success in municipal executive searches across multiple states and a clear understanding of the diverse operational, regulatory, and community contexts that impact such roles.

II. BACKGROUND

Chelsea is a vibrant, progressive city located in Washtenaw County with a population of approximately 5,500. The City operates under a Council-Manager form of government and values community engagement, transparency, and strategic leadership.

III. SCOPE OF SERVICES

- Develop a recruitment timeline and strategy in coordination with the City Council and Human Resources.
- Design an outreach plan targeting qualified candidates nationwide, with a focus on those with experience in similar-sized or complex municipal environments.
- Identify and contact candidates from a diverse range of backgrounds, including underrepresented populations.
- Provide pre-screening services including reference checks, background evaluations, and preliminary interviews.
- Coordinate and facilitate stakeholder engagement (e.g., public input, staff consultation).
- Advise the City on interview design, evaluation tools, and compensation benchmarks.
- Present a recommended slate of finalists and support the City Council through the final selection process.

IV. MINIMUM QUALIFICATIONS

- At least five (5) years of experience conducting executive-level public sector recruitment.
- Proven success in city manager recruitment for municipalities in multiple states.
- Capacity to provide full-service candidate vetting, community engagement facilitation, and Council support.

V. REQUIRED PROPOSAL CONTENT

FIRM BACKGROUND AND QUALIFICATIONS

- Describe your firm's structure, history, and areas of specialization.
- Detail your experience with city manager recruitments across different U.S. states.
- Highlight any placements in Michigan or similarly governed municipalities.

RECRUITMENT APPROACH AND TIMELINE

- Describe your methodology for identifying and attracting qualified candidates.
- Explain how you customize searches for different state laws, municipal charters, or political environments.

PROJECT TEAM

- Identify the personnel who will work on this project.
- Include résumés, qualifications, and each individual's experience with multi-state city manager searches.

REFERENCES

- Provide at least three municipal references, including at least one in a state other than Michigan, where your firm successfully placed a city manager in the last 5 years.

COST PROPOSAL

- Provide a breakdown of fees, including optional services, travel, and candidate expenses.

SUPPLEMENTAL QUESTIONS

- How does your firm ensure compliance with differing legal and procedural requirements in multi-state city manager searches?
- What challenges have you encountered in recruiting across jurisdictions, and how were they resolved?
- How do you adjust your candidate evaluation criteria when working with municipalities in various regional or governance contexts?

VI. EVALUATION CRITERIA

- Demonstrated success in multi-state municipal executive searches (25%)
- Proposed methodology and timeline (20%)
- Qualifications of assigned personnel (20%)
- Understanding of Chelsea's needs and governance model (15%)
- Cost effectiveness (10%)
- Responses to supplemental questions (10%)

VII. SUBMISSION INSTRUCTIONS

- Deadline: Proposals must be submitted electronically or in hard copy by 3:00 p.m. July 24, 2025.
- Email: humanresources@city-chelsea.org
- Mail: City of Chelsea – Human Resources, 305 S. Main Street, Suite 100, Chelsea, MI 48118

VIII. QUESTIONS

All questions regarding this RFP must be submitted via email to:

Contact: Lyn Sebestyen, Clerk
Email: clerk@city-chelsea.org