

**CITY OF EL PASO, TEXAS
AGENDA ITEM
AGENDA SUMMARY FORM**

DEPARTMENT: Mayor & Council

AGENDA DATE: 8.29.23

CONTACT PERSON NAME AND PHONE NUMBER: Representative Cassandra Hernandez ~ 915.212.0003

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL

GOAL 6: SET THE STANDARD FOR SOUND GOVERNANCE AND FISCAL MANAGEMENT

SUBJECT:

APPROVE a resolution / ordinance / lease to do what? OR AUTHORIZE the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

Discussion and action to direct the City Manager to bring the recommendation of the firm to conduct the search for the permanent City Manager position to City Council for approval.

BACKGROUND / DISCUSSION:

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns? The appointment of the City Manager is a power reserved to the City Council per the City Charter under the following articles:

Article III - THE CITY COUNCIL

Section 3.1 - CREATION; COMPOSITION; POWERS AND DUTIES.

...The Council shall have legislative powers, and the power and duty to select, direct, and regularly evaluate the City Manager, as well as such other and specific powers and duties as may be provided by law or this Charter.

Article V - CITY MANAGER

Section 5.1

The City Council by a majority vote of its total membership shall appoint a City Manager and fix the Manager's compensation.

From Item 22, March 28, 2023 City Council Agenda. Backup document titled *City of El Paso Executive Search Services*

A. Purpose of Request The City of El Paso, Texas (CoEP) is requesting proposals from skilled independent executive search consultants to assist El Paso with conducting a search that will lead to the selection of a new City Manager. El Paso is interested in completing the search and selection process for the new City Manager by the end of November 2023.

I. Time Schedule El Paso intends to follow a timetable that should result in the selection of a consultant by July 2023. Proposals will be accepted from April 3, 2023 – April 21, 2023.

II. Qualifications In addition to meeting all other requirements of this RFP, all responding proposers shall furnish verifiable evidence that their firm and personnel meet the following minimum qualifications.

A. Proposer has at least five (5) years of recruitment experience, preferably for federal, state, or local public sector agencies. B. A proven history of engagements of similar size and scope, with other government public sector clients.

III. Scope of Services

A. Same Consultant for Duration of Project. The proposal, based upon which the Council awards a contract, will identify the individual(s) responsible for all aspects of the project and must not delegate non-clerical work to lower-level staff without the prior approval of the City Council and/or Council committee. B. Schedule "A". The consultant will search for qualified candidates and will assist in narrowing the pool of candidates.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one?

Yes. Item 22, March 28, 2023 City Council Agenda

AMOUNT AND SOURCE OF FUNDING:

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

N/A

*****REQUIRED AUTHORIZATION*****