



City of Grand Island

Tuesday, January 28, 2020

Council Session

Item G-15

#2020-30 - Approving Proposal for Recruiting Firm to Search to Fill City Attorney Position

Staff Contact: Aaron Schmid, Human Resources Director

Council Agenda Memo

From: Aaron Schmid, Human Resources Director

Meeting: January 28, 2020

Subject: Approving Proposal for Recruiting Firm for Search to Fill City Attorney Position

Presenter(s): Aaron Schmid, Human Resources Director

Background

The City Attorney position has been vacant since May of 2019. Stacy Nonhof has served as the interim City Attorney during the search for a replacement. Efforts to find a new City Attorney have been unsuccessful despite multiple recruiting strategies.

Administration recently conducted a Request for Proposal for a recruiting firm to assist with filling the City Attorney position. Seven potential bidders were notified and the City received two responses.

Discussion

The Administration is seeking approval to utilize the services of Celebrity Staff for the City Attorney position. Celebrity Staff is based on Omaha, NE. They operate under C&A Industries which conducts business in all 50 states. Celebrity Staff is experienced in the recruitment of legal professionals. Their client list includes other Nebraska municipalities.

Celebrity Staff agrees to conduct a contingency based search in return for a 30% fee of the new hire's base salary. The current salary range for the City Attorney classification is \$106,460.85 to \$147,834.75. A 30% fee would range from \$31,938.26 to \$44,350.43. Should a candidate leave, through no fault of the City within 90 calendar days of initial employment, the search firm would agree to locate and present additional candidates of comparable qualifications at no additional charge.

Alternatives

It appears that the Council has the following alternatives concerning the issue at hand. The Council may:

1. Move to approve
2. Refer the issue to a Committee
3. Postpone the issue to future date
4. Take no action on the issue

Recommendation

City Administration recommends that the Council approve the proposal to utilize the services of Celebrity Staff for the City Attorney vacancy.

Sample Motion

Move to approve the request to utilize Celebrity Staff for the City Attorney vacancy.



Stacy Nonhof, Purchasing Agent

*Working Together for a
Better Tomorrow, Today*

**REQUEST FOR PROPOSAL
FOR
RECRUITING FIRM FOR SEARCH TO FILL CITY ATTORNEY POSITION**

RFP DUE DATE: January 14, 2020 at 4:15 p.m.

DEPARTMENT: Human Resources

PUBLICATION DATE: December 26, 2019

NO. POTENTIAL BIDDERS: 7

PROPOSALS RECEIVED

Bakertilly Tilly Virchow Krause, LLP
Addison, TX

Celebrity Staff
Omaha, NE

cc: Aaron Schmid, Human Resources Director
Jerry Janulewicz, City Administrator

Stacy Nonhof, Purchasing Agent
Patrick Brown, Finance Director

P2174

January 22, 2020

Aaron Schmid, HR Director
City Of Grand Island
Po Box 1968
Grand Island, NE 68802

Re: Direct Hire Program

Celebrity Staff is looking forward to assisting you in your search to fill your City Attorney.

FEES: Celebrity Staff agrees to search for candidates on a contingency basis. City Of Grand Island agrees to pay a placement fee to Celebrity Staff in the amount of 30% of the candidate's estimated first year's base salary or total compensation, including estimated commissions, bonuses, and/or other variable compensation. Celebrity Staff's fee is earned when an individual referred to City Of Grand Island by Celebrity Staff for any role is hired, directly or indirectly, as an employee, consultant, or independent contractor for any role with City Of Grand Island, its affiliates, parents, or subsidiaries, within 12 months of Celebrity Staff's most recent activity on behalf of the individual in regard to City Of Grand Island ("referred" means any manner or means of communication of a candidate's identity). City Of Grand Island agrees to pay all placement service fees and all reasonable pre-approved expenses incurred by Celebrity Staff within 30 days of receipt of invoice, activating our replacement guarantee. City Of Grand Island agrees to reimburse Celebrity Staff for all reasonable costs of collection, including attorney fees.

CONFIDENTIALITY OF REFERRALS: All candidate referrals made by Celebrity Staff are made on a confidential basis and City Of Grand Island shall hold Celebrity Staff harmless from any liability resulting from its unauthorized disclosure or misuse of information regarding any candidates or their candidacy.

DISCLAIMER: While Celebrity Staff conducts a search and presents only those that are believed to be qualified, City Of Grand Island will make the hiring decision. We recommend City Of Grand Island conduct its own qualitative research and interviews to verify candidate information and/or to obtain any additional information deemed necessary.

Celebrity Staff does not guarantee the performance of any candidate or the accuracy of information provided to City Of Grand Island regarding a candidate. Celebrity Staff disclaims any responsibility for claim, loss, or liability as a result of a candidate's acts or omissions.

Since City Of Grand Island controls the hiring decision, Celebrity Staff cannot be responsible for any termination decision by City Of Grand Island. However, should a candidate leave, through no fault of City Of Grand Island within 90 calendar days of initial employment, Celebrity Staff will locate and present additional candidates of comparable qualifications at no additional charge. Celebrity Staff must be notified in writing within five (5) days of the separation.

The Client Company will pay all candidates interviewing expenses (out of town travel, rental car, lodging, etc.).

This agreement will be governed by and construed in accordance with the laws of the state of Nebraska, without reference to any conflicts of law principles thereof, and supersedes any previous contracts and agreements between the parties.

Please sign and date below, to acknowledge your receipt and understanding of the Direct Hire Program.

Client Signature

Date

Sincerely,
Patty North, General Manager

Celebrity Staff – EEO/Veteran/Disability Employer
C&A Plaza • 13609 California Street, Suite 110 • Omaha, NE 68154-5260 • (402) 938.2000 • (800) 910.7354

RESOLUTION 2020-30

WHEREAS, the City of Grand Island requested proposals for a Recruiting Firm for search to fill the City Attorney position; and

WHEREAS, on January 14, 2020, proposals were received, opened and reviewed; and

WHEREAS, Celebrity Staff, of Omaha, Nebraska, submitted a proposal in accordance with the terms of the advertisement of request for proposal, such proposal being in the amount of 30% of the candidate's first year base salary.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that the proposal of Celebrity Staff, in the amount of 30% of the candidate's first year base salary for City Attorney vacancy, is hereby approved.

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Adopted by the City Council of the City of Grand Island, Nebraska, January 28, 2020.

Roger G. Steele, Mayor

Attest:

RaNae Edwards, City Clerk

Approved as to Form ✕ _____
January 24, 2020 ✕ City Attorney