



Richfield City Council Agenda

June 30, 2026 -- 5:30 PM

**Richfield Municipal Center
Bartholomew Conference Room
6700 Portland Avenue South**

- 1. Call to Order**
- 2. Items for Discussion**
 - a. City Manager Executive Search Firm Interviews.**
- 3. Adjournment**

Auxiliary aids for individuals with disabilities are available upon request. Requests must be made at least 96 hours in advance to the City Clerk at 612-861-9739.

Includes Materials - Materials relating to these agenda items can be found in the Council Chambers Agenda Packet book located by the entrance. The complete Council Agenda Packet is available electronically on the City of Richfield website.



City Council Meeting 6/30/2026
Agenda Section: Items for Discussion
Agenda Item: 2.a.

Report Prepared By:
Courtney DesCamps, Senior Analyst

Department Director:
Katie Rodriguez, City Manager

Item for Consideration:
City Manager Executive Search Firm Interviews.

EXECUTIVE SUMMARY

The City issued a Request for Proposals (RFP) for executive search firm services on June 1, 2026, to assist with the recruitment of the City's next City Manager. The RFP closed on June 17, 2026, and the City received ten proposals.

Following review of the proposals, the City Council identified five firms to advance to the interview stage. Each firm will be provided 10 minutes to present its qualifications, approach, and experience, followed by 20 minutes for City Council questions. The five firms are Strategic Government Resources, GMP Consultants, DDA Human Resources, Government Professional Solutions, and Innovative Public Advisors.

Following completion of the interviews, the City Council will discuss the proposals and interview results and identify a preferred firm to provide executive search services for the City Manager recruitment process. A contract with the selected firm will be presented to the City Council for formal approval on July 14, 2026.

RECOMMENDED ACTION

Conduct interviews with the five selected executive search firms and provide feedback and direction to staff regarding the City Manager recruitment process.

HISTORICAL CONTEXT

On April 28, 2026, the City Council discussed the City Manager recruitment process during its annual retreat and directed staff to issue a Request for Proposals (RFP) for executive search firm services. The RFP was issued on June 1, 2026, and closed on June 17, 2026. Ten proposals were received. Following review of the proposals, the City Council identified five firms to interview as part of the selection process.

EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS

The selection of an executive search firm will play an important role in recruiting a diverse and qualified pool of candidates for the City Manager position. Selecting a firm that aligns with the City's values and priorities will support the Council's goal of identifying a highly qualified candidate to serve as the City's next City Manager.

POLICIES (RESOLUTIONS, ORDINANCES, REGULATIONS, STATUTES, ETC.)

N/A

CRITICAL TIMING ISSUES

Selecting a preferred executive search firm at this time will help maintain the City Manager recruitment timeline established by the City Council. Delays in selecting a firm could impact the anticipated schedule for candidate recruitment, screening, and interviews.

FINANCIAL IMPACT

The cost of executive search services will impact the 2026 revised budget. The final contract amount will depend on the firm selected by the City Council and will be presented for Council consideration as part of the contract approval process on July 14, 2026.

LEGAL CONSIDERATIONS

Any contract for executive search services will be reviewed by the City Attorney prior to City Council consideration and approval.

ALTERNATIVE RECOMMENDATION(S)

1. Request additional information from the firms before making a selection.
2. Do not select a firm at this time and provide alternative direction to staff.

ATTACHMENTS

None