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**CITY OF SAN ANTONIO
OFFICE OF THE CITY CLERK** AGENDA ITEM NO. _____
CITY COUNCIL AGENDA EMORANDUM

TO: Mayor and City Council

FROM: Leticia M. Vacek, City Clerk

SUBJECT: Hiring of Executive Search Firm

DATE: November 18, 2004

SUMMARY AND RECOMMENDATIONS

This ordinance shall authorize the selection, negotiation and execution of a professional services contract to hire an executive search firm to assist the Mayor and City Council in hiring a City Manager.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

As directed by the City Council, the City Clerk solicited informal proposals from executive search firms to conduct a recruitment of candidates for the City Manager's position. The City of San Antonio received informal proposals from 13 executive search firms. The selected firm will assist the City Council in identifying candidates for a nation-wide search and exercising the utmost diligence for the selection process.

The City Council will review each of the proposals for a determination.

POLICY ANALYSIS

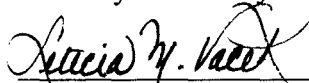
This action is in accordance with City of San Antonio policy as set forth by City Council.

FISCAL IMPACT

The fees are set individually by each search firm dependent on the services that will be provided.

COORDINATION

This ordinance has been coordinated with Human Resources Department, City Attorney's Office and Mayor and City Council.



Leticia M. Vacek, City Clerk