



**CITY OF WAUKESHA**

**Administration**

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<b>Committee:</b> Finance	<b>Date:</b> 2/22/2022
<b>Common Council Item Number:</b> ID#22-3648	<b>Date:</b> 3/1/2022
<b>Submitted By:</b> Kevin Lahner, City Administrator	<b>City Administrator Approval:</b> Kevin Lahner, City Administrator <b>KL</b>
<b>Finance Department Review:</b> Denise Vandebush-Kohlmann	<b>City Attorney's Office Review:</b> Brian Running, City Attorney <b>BR</b>
<b>Subject:</b> Review and recommend approval of a contract with GovHRUSA for recruitment of the Finance Director.	

**Details:**  
Policy B-2, Subsection O outlines the procedure for hiring positions at the director level. The policy requires the use of a recruitment firm, unless the City Administrator specifically requests to not use a firm. The Council authorizes \$35,000 per year for these services, with the amount to be carried over from one year to the next.

The City has worked with GovHRUSA on several occasions and the firm has a good understanding of the City and its needs. The firm will perform a nationwide search for the next Finance Director.

**Options & Alternatives:**  
The contract for recruitment services could be denied. However, an alternative company would have to be selected for recruitment services.

**Financial Remarks:**  
The recruitment fee is \$17,000 plus expenses, not to exceed \$21,500.

**Executive Recommendation:**  
Recommend approval of a contract with GovHRUSA for the recruitment of the Finance Director.

