



THE CITY OF

**Someplace Special**

**BROWARD COUNTY, FLORIDA**

P.O. BOX 290910  
9090 Southwest 50th Place  
Cooper City, Florida 33329-0910  
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**Debby Eisinger, Mayor**  
**Bart Roper, Jr., Commissioner**  
**Elliot Kleiman, Commissioner**  
**Lisa Mallozzi, Commissioner**  
**John Sims, Commissioner**  
**Christopher J. Farrell, City Manager**

## **REQUEST FOR PROPOSAL**

### **EXECUTIVE SEARCH FIRM**

### **CITY MANAGER RECRUITMENT**

March 13, 2008

#### Introduction and Background:

The City of Cooper City, incorporated 1959, population 29,919, is in the process of recruiting for an experienced City Manager, responsible for continuing the vision and leadership of an organization of over 100 employees. Our current City Manager is retiring after 27 years.

The new City Manager shall possess strong leadership and communication skills, the ability to work collaboratively with the incumbent Mayor and four elected officials, a strong work ethic, and the ability to establish performance goals and ensure accountability among nine department directors. Departments include Utilities, Public Works, Finance, City Clerk, Growth Management, Building, Recreation, and contractual Police and Fire departments. The 2008 total operating budget is approximately \$34.7 million with a five year capital improvement program totaling nearly \$24.4 million.

#### Proposal Requirements:

The City Commission will consider proposals from Executive Search Firms with specific experience and success in recruiting City Managers for small to mid-size municipalities. The City Commission reserves the right to make the final hiring decision. All proposals must include the following:

1. Firm name, address, telephone number, and contact person(s).
2. Brief history of the firm, including number of years' experience.
3. List of recent recruitments conducted, with contact names for reference checks.
4. A plan and schedule of how the firm will conduct the selection process.
5. Identification of specific services to be provided (i.e. candidate screening process, background check, reference check, etc.)

6. Information regarding the average number of years their top candidates have remained on the job after placement, and replacement service if the selected individual resigns or is terminated within a certain time frame.
7. Total fee for recruitment.

Contact Information:

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Proposals may be submitted via mail, e-mail, or fax.

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