

**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
FEBRUARY 4, 2025 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
APPROVE EXECUTIVE SEARCH & RECRUITMENT FIRM FOR CITY ADMINISTRATOR	◆ RESOLUTION ORDINANCE RECEIVE/FILE	RITA RAMIREZ INTERIM CITY ADMINISTRATOR

**SYNOPSIS**

A resolution has been prepared to approve the selection of MGT Impact Solutions, LLC, Northfield, IL to provide professional executive search and recruitment services associated with hiring a new City Administrator and to authorize the Interim City Administrator to negotiate a contract with said firm in the amount of \$25,000 plus search-related expenses in an amount not to exceed \$15,000.

**FISCAL IMPACT**

Funding is included in the FY25 annual budget.

**RECOMMENDATION**

Approval.

**BACKGROUND**

City Administrator Brenda Gunn's employment with the City ended on December 31, 2024. A national search process is recommended for this position to ensure that we identify and select the best candidate. This is the top leadership position in the organization and the person who holds this position is responsible for all aspects of the day-to-day operation of the City. It is critical that we find the right candidate.

Proposals were received from seven firms; four were interviewed. We narrowed to two firms and the Mayor visited with representatives and clients from both of those firms. The team is recommending that a contract be offered to MGT.

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA TO APPROVE THE SELECTION OF MGT IMPACT SOLUTIONS, LLC, NORTHFIELD, IL, TO PROVIDE PROFESSIONAL EXECUTIVE SEARCH AND RECRUITMENT SERVICES ASSOCIATED WITH THE HIRING OF A NEW CITY ADMINISTRATOR IN THE AMOUNT OF \$25,000.00 PLUS SEARCH-RELATED EXPENSES IN AN AMOUNT NOT TO EXCEED \$15,000.00.

WHEREAS, the City Council of the City of La Vista has determined that assistance in filling the City Administrator position is necessary; and

WHEREAS, the FY25/FY26 biennial budget provides funding for this; and

WHEREAS, Subsection (C) (9) of Section 31.23 of the La Vista Municipal Code requires that the city administrator secure Council approval prior to authorizing any purchase over \$5,000.00;

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council hereby approve the selection of MGT Impact Solutions, LLC, Northfield, IL to provide professional executive search and recruitment services associated with the hiring of a new City Administrator in the amount of \$25,000.00 plus search-related expenses in an amount not to exceed \$15,000.00.

PASSED AND APPROVED THIS 4TH DAY OF FEBRUARY 2025.

CITY OF LA VISTA

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Douglas Kindig, Mayor

ATTEST:

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Rachel D. Carl, CMC  
City Clerk