



## **Executive Search Firm Request for Proposal**

### **Purpose**

The City of New Albany is seeking a qualified firm to assist the City Council in conducting an executive search for the City Manager position.

### **Background**

Joseph Stefanov has provided consistent and strategic leadership in the position of City Manager since 2000. He has notified the City Council of his plans to retire on December 31, 2026. Therefore, the City of New Albany is searching for a firm that will assist the City Council in the recruitment and selection process for the next City Manager.

### **THE COMMUNITY**

New Albany is a strategically planned community with a commitment to lifelong learning, health and wellness, environmental sustainability, and the arts. These community pillars inspire our daily decision-making and help to provide our residents and businesses with a quality of life that is among the best in the nation.

### **LOCATION**

New Albany covers more than seventeen square miles in the northeastern quadrant of Franklin County and the western portion of Licking County in Central Ohio. Nestled in a pristine country setting, its residents and business partners are only ten miles from the John Glenn International Airport and fifteen miles from downtown Columbus, Ohio's capital city and the 14th largest metro area in the United States. There are twenty-six colleges and universities in the Central Ohio region, including The Ohio State University featuring the nation's largest campus, the Wexner Center for the Arts, and the Wexner Medical Center.

### **STYLE OF GOVERNMENT**

The City operates under a Council-Manager form of government, combining the professional management of an appointed city manager with the leadership of elected officials. City Council performs the legislative functions of government and consists of seven members, one of whom is directly elected to serve as mayor. Council members are elected by residents to four-year terms. Council and mayoral elections are held in November of odd-numbered years and are non-partisan. Council members appoint the city manager and the clerk of council, who serve at the Council's pleasure.

City Council members are granted certain powers by the Ohio Constitution, the laws of the State of Ohio and the New Albany Charter. Council exercises those powers by or through the adoption of ordinances and resolutions. Among other things, the Charter gives City Council the authority to create and abolish departments, commissions, boards and committees; audit city accounts and records; conduct inquiries and investigations; levy taxes; enforce city laws and regulations; adopt a budget; appropriate funds; and adopt building and zoning regulations. In addition to the powers, rights and duties of a Council member, the Mayor presides over Council meetings and Mayor's Court and performs ceremonial duties.

The city manager is the City's chief executive officer. The city manager appoints and removes the director of law and the director of finance, subject to the consent and approval of the City Council. All other department heads are appointed by and serve at the pleasure of the city manager. Departments include Community Development, Public Service, Police, Administration and Finance.

The City has experienced significant growth in the external community and internally with employment over the last five (5) years which has led to a corresponding increase in staff; staff size has grown from less than 100 positions five years ago to 150 staffed positions in 2025. While turnover is less than 10% on average, the city is constantly recruiting and hiring for vacancies. Most department directors are longtime employees and two (2) are eligible for retirement within several years. The City has completed classification and compensation studies twice in the last 5 years. In 2025, the City embarked on Council goal setting and underwent an operational assessment to assist in aligning resources and in anticipation of recruiting a new city manager.

### RESIDENTIAL LIFE

Superlative design is part of New Albany's DNA. Famous designers and architects, as well as Central Ohio's own Jack Nicklaus, all played an integral part in the creation of New Albany's unique landscape, stunning neighborhoods, and golf courses. Their final product combines the peace of the country with modern life conveniences and connects each neighborhood with signature white horse fences, a 55-mile leisure trail system, and 1,800 acres of greenspace so that virtually all 12,000 residents are within one-quarter of a mile or less from a neighborhood park.

### COMMERCIAL DEVELOPMENT

Much of New Albany's economic vitality can be attributed to the 9,000-acre New Albany International Business Park. Established in 1998, the park is home to nearly 25,000 employees in 33 million square feet of development. The business park has attracted and retained companies representing six major industry clusters: Corporate Office and R&D, Personal Care and Beauty, Information Technology and Mission Critical, Health and Life Sciences, High-Tech Manufacturing and Logistics, and the Semiconductor Industry. Over 40 of the companies within the business park are economically based employers including Abercrombie & Fitch, AEP, American Regents, Amgen, Axium Plastics, Meta, Google and Amazon. Over \$37 billion has been privately invested in the business park since 2012.

The Semiconductor Industry cluster was developed in January 2022 following the announcement of Intel's commitment to invest \$27 billion for the construction of a 3.5 million square foot campus that will include two state-of-the-art semiconductor fabrication plants. The site will accommodate 3 more phases of investment. Phase 1 will create 3,000 direct jobs and over 7,000 construction jobs in New Albany.

### EDUCATION & LIFELONG LEARNING

The 200-acre New Albany Plain Local School learning campus makes it possible to synergize all school activities and grade levels in one place. The school campus is the largest single use in the Village Center, the community's geographic and social core. School district staff benchmark against the nation's highest performing schools to foster a spirit of continual learning and innovation. The school district's goal is to become one of the leading districts in the nation and to develop high achieving, ethical, self-directed and intellectually curious citizens of the world.

New Albany is also located near the most prestigious private schools in Central Ohio, as well as a multitude of colleges and universities, including The Ohio State University. With many of Central Ohio's brightest strategic thinkers and entrepreneurs calling New Albany home, it should be no surprise that the local library has the highest circulation in Central Ohio.

## RESPONSIVE CITY SERVICES

New Albany combines a sophisticated approach to sustainable development with a friendly atmosphere where our 139+ city employees understand the importance of being personally engaged with our residents and business partners.

Day-to-day city operations are the responsibility of the city manager, who oversees directors in the following city departments: administrative services, community development, finance, police, and public service. With all departments working as a coordinated team, New Albany has earned its reputation for providing a high level of municipal services efficiently. Departments effectively communicate to expedite projects, resolve conflicts, and enhance the community's quality of life.

New Albany's commitment to sustainable development is evident in virtually everything we do. Our community infrastructure includes over 100 miles of sidewalks and leisure trails that connect our neighborhoods to our business park and our historic Village Center; our community development department offers a green building incentive program that includes building permit discounts and other benefits for applicable projects; 75% of our public service department fleet runs on bio-diesel fuel; we've integrated permeable brick streets into our stormwater management system to improve water quality; and we recently installed a solar power grid that provides 50% of the annual power supply for the public service complex.

Fire and recreation services are not provided by the city. The Plain Township Fire Department, Monroe Township Fire Department, and the West Licking Joint Fire District provide fire and emergency medical services to the community, while the New Albany Joint Parks District offers sports and recreational programming for all age groups.

## FINANCIAL

New Albany's current bond rating is AAA by Moody's and AAA by Standard & Poor's.

### Scope of Services

1. Develop a comprehensive City Manager position profile. To develop the profile, the firm will need to include interviews with key stakeholders such as the City Council, city staff and community leaders to clarify the challenges and opportunities for the next City Manager. In addition to the position profile, provide an updated City Manager job description.
2. Review the area market and make recommendations regarding City Manager compensation.
3. Conduct a regional and national search recruitment process. The process should include recruitment directed toward qualified candidates with proven records of success in high-growth areas.
4. Screen candidates by reviewing all application materials, meeting with candidates, and providing the City Council with a summary of the most qualified candidates.
5. Assist City Council with creating candidate assessments and conducting interviews, providing recommendations where appropriate or requested by City Council. Provide City Council with detailed information about these candidates, including: candidate background information, qualifications, professional competencies, and competitive advantages.
6. Once finalists are identified, the search firm will assist City Council with the selection and decision-making process, including negotiation of a contract.
7. Assist in developing mutually agreed-upon performance goals that will help guide the first year of the new City Manager's employment.

### Proposals Must Include

1. Experience – City Manager recruitment process experience with emphasis on those conducted in the State of Ohio or the Midwest and with comparable communities.

2. References – List references for at least five City Manager search processes with comparable communities.
3. Personnel – Provide background and qualifications for staff that will be assigned to this search.
4. Approach – Explain in detail how your firm would approach this process and complete the scope of work.
5. Timeline – Detailed timeline for the process.
6. City Manager Search Fees – Detail proposed fees and any other anticipated expenses.

**Submit Questions and Proposals to:**

Lindsay Rasey

[hr@newalbanyohio.org](mailto:hr@newalbanyohio.org)

614-939-2251

Question Deadline: 4:00 p.m. on September 25<sup>th</sup>, 2025.

Proposal Deadline: 4:00 p.m. on October 2<sup>nd</sup>, 2025.

The City Council intends to appoint a sub-committee to evaluate proposals and selected firms may be requested to present to the full City Council before a final decision is made.