



STAFF REPORT

Discussion and Direction Regarding Selection of Executive Search Firm for City Manager Position and Resolution Authorizing the Transfer and Use of Contingency Funds.

Honorable Mayor and Council Members

Summary

Staff is seeking direction from Council on the process for selecting an Executive Search Firm to assist with filling the City Manager position and further authorize the transfer and use of up to \$26,000 in contingency funds for this purpose.

Background and Discussion

Selection of Executive Search Firm

Requests for proposals were sent to eight executive search firms for assistance in conducting the City Manager recruitment. Proposals were due Friday, September 3, and six proposals were received from the following firms:

Bob Murray & Associates	Avery Associates
L.B. Hayhurst & Associates	CPS Executive Search
Peckham & McKenney	The Davis Company

Given the nature of the recruitment, staff believes it is appropriate that Council be involved in the selection of the firm. Options for selecting the search firm include the following:

- Council reviews all six proposals and determines which firms to interview and which firm to select.
- Council reviews the proposals from the three qualified lowest bidders and determines which firms to interview and select.
- A Council sub-committee is appointed to review proposals and select three for interviews.
- Human Resources reviews all the proposals and recommends three for Council to interview.

- Human Resources reviews all the proposals and makes a recommendation to Council.
- Human Resources reviews all the proposals and selects a firm.
- Other option(s) as determined by Council.

Depending on Council direction on the process, a special meeting to interview firms may be necessary the week of September 20 to allow Council to select a firm at the September 28 meeting.

Once the executive search firm is selected, Council should work with that firm to develop a process for the City Manager recruitment. Once selected, the search generally takes three to four months to complete.

Previous City Manager Search Process

The City Council last conducted a search for City Manger in the spring of 2000. That process consisted of the following steps:

- Council conducted a study session to review the executive search firm proposals received (two) and interview firm representatives.
- The selected search firm conducted community and staff focus groups to develop a candidate profile for the City Manager position. Council then approved a candidate profile and recruitment brochure based on the profile.
- Council and the search firm met to review the applicant list and select candidates to be interviewed.
- Council interviewed all selected candidates on one day (9:00 a.m. to 6:00 p.m.), facilitated by the search firm. Department heads also interviewed the candidates.
- Department heads/Council regrouped/conferred regarding finalists.
- A final list was developed.
- The final two candidates were reinterviewed by Council.

Commensurate with engaging the search firm, Council is asked to approve a resolution transferring up to \$26,000 from the contingency appropriation to augment the Human Resource Department's pre-employment services line item for this purpose.

This transfer request is consistent with your policy on the use of contingency funds.

Fiscal Impact

Based on the proposals received, the cost of hiring a search firm to conduct a City Manager recruitment is \$19,000 to \$26,000. Some proposals are broken into components and the cost could be less if not all components are utilized. Also, please note that the proposals vary in terms of the components included in the total cost, so it will be important to review the proposals carefully to determine the range of services desired and the associated cost of those services.

As a result of the Budget Correction Strategies adopted as part of the Fiscal Year 2005 budget, no funding is available in the Human Resources Department budget for this recruitment. Staff recommends that funding for this project be allocated from the Council contingency fund. There

is no impact to the budget for the use of contingency funds as they are already appropriated. To date, \$0 in contingency funds has been used leaving a balance of \$50,000. Approval of this resolution will authorize a transfer of up to \$26,000 from the Contingency Account No. 101-4105-8599 to Account No. 101-1601-8353, Pre-Employment Services.

Follow Up

Engage consultant. Adjust budget. Post entries to system.

Recommendation

Staff recommends that the City Council provide direction on the selection process for an executive search firm for the City Manager position.

Attachments

A. Resolution authorizing transfer and use of contingency funds.

Respectfully submitted,

Deirdre C. Dolan
Human Resources Director

Daniel Rich
Interim City Manager

RESOLUTION NO. _____

RESOLUTION OF THE CITY OF BELMONT AUTHORIZING THE TRANSFER AND USE OF CONTINGENCY FUNDS.

WHEREAS, the City of Belmont desires to engage an executive search firm for recruitment of a City Manager; and

WHEREAS, City of Belmont has established a \$50,000 contingency appropriation in the FY 2005 Budget for purposes of funding emergencies or uncertain occurrences, and

WHEREAS, the City of Belmont City Council finds that it is necessary to transfer and use contingency funds, and

WHEREAS, the following accounts will be adjusted to reflect the transfer, and

Debit:

Fund	Account #	Description	Amount
101	1601-8353	Pre-Employment Services (1)	\$26,000.00

Credit:

Fund	Account #	Description	Amount
101	4105-8599	Contingency (1)	\$26,000.00

WHEREAS, the following explanations are provided in support of the budget adjustments:

Reference	Explanation
1	To record transfer of \$26,000 in contingency funds to be used to augment pre-employment services funding line item to fund an executive search for a City Manager.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Belmont hereby authorizes the transfer and use of up to \$26,000.00 in contingency funds and amends the FY 2005 Budget as indicated above, and directs the City Clerk to affix her signature thereto:

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a meeting thereof held on September 14, 2004 by the following vote:

AYES, CITY COUNCIL: _____

NOES, CITY COUNCIL: _____

ABSTAINS, CITY COUNCIL: _____

ABSENT, CITY COUNCIL: _____

Clerk of the City of Belmont

APPROVED:

MAYOR of the City of Belmont