



STAFF REPORT

Resolution Authorizing a Professional Services Agreement with Bob Murray and Associates to Conduct an Executive Search for the City Manager Position

Honorable Mayor and Council Members:

Summary

The attached resolution authorizes an agreement between Bob Murray and Associates and the City of Belmont for executive search services for the City Manager position in an amount not to exceed \$24,400.

Background and Discussion

At the September 27, 2004 meeting, Council interviewed three executive search firms, and pending positive reference checks, directed staff to enter into a professional services agreement with Bob Murray and Associates to conduct an executive search for the City Manager position. Mr. Murray has significant public sector recruitment experience in the local area, including many City Manager recruitments. The firm is noted for its extensive experience and network of contacts, and comes highly recommended by local references.

Fiscal Impact

The fee for conducting the City Manager recruitment is \$17,500, plus an estimated \$5,500 to \$6,900 in reimbursable expenses (travel, advertising, clerical support, brochure publication, background checks, etc.), for a total cost not to exceed \$24,400. At the September 14, 2004 meeting, Council authorized a transfer of up to \$26,000 from Council Contingency Account No. 101-4105-8599 to Human Resources Pre-Employment Services Account No. 101-1601-8353 to cover this expense. Only the actual amount needed for this executive search will be transferred to the above Human Resources account.

Recommendation

It is recommended that the City Council adopt the attached resolution authorizing the professional services agreement with Bob Murray and Associates to conduct an executive recruitment for the City Manager position.

Attachments

A. Resolution

Respectfully submitted,

Deirdre C. Dolan
Human Resources Director

RESOLUTION NO. _____

RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH BOB MURRAY AND ASSOCIATES TO CONDUCT AN EXECUTIVE SEARCH FOR THE CITY MANAGER POSITION

WHEREAS, the City Manager resigned effective July 30, 2004, resulting in a position vacancy; and

WHEREAS, Bob Murray and Associates has submitted a proposal to conduct an executive search for a City Manager at a fee of \$17,500, plus expenses up to \$6,900, for a total maximum cost of \$24,400 for consulting services; and

WHEREAS, funding is available for these consulting services in the Council Contingency account for fiscal year 2005.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Belmont, that the Council does hereby authorize the Human Resources Director to enter into an agreement, on a form approved by the City Attorney, for professional services with Bob Murray and Associates for an amount not to exceed \$24,400.

* * * * *

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 Regular Meeting thereof held on October 12, 2004 by the following vote:

AYES, COUNCILMEMBERS: _____

NOES, COUNCILMEMBERS: _____

ABSENT, COUNCILMEMBERS: _____

ABSTAIN, COUNCILMEMBERS: _____

CLERK of the City of Belmont

APPROVED:

MAYOR of the City of Belmont

