



## **Staff Report**

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### RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH AN EXECUTIVE SEARCH FIRM TO CONDUCT AN EXECUTIVE RECRUITMENT FOR THE CITY MANAGER POSITION

Honorable Mayor and Council Members:

#### **Summary**

The attached resolution authorizes the Interim City Manager to enter into an agreement with an executive search firm to conduct an executive recruitment for the City Manager position.

#### **Background**

At a special meeting on August 30, 2005, Council selected three search firms to interview for the City Manager recruitment (Avery & Associates, L.B. Hayhurst & Associates, and Mathis & Associates), and determined that the interviews would be conducted at a Special Meeting on September 12, 2005.

#### **Discussion**

At the September 12, 2005 Special Meeting, Council conducted interviews and directed staff to enter into a professional services agreement with a designated executive search firm to conduct an executive search for the City Manager position.

#### **Fiscal Impact**

The cost for hiring a search firm to conduct the City Manager recruitment is estimated not to exceed \$25,000, including professional fees and reimbursable expenses (travel, advertising, clerical support, supplies, printing, telephone, postage, etc.). Due to existing vacancies in the City Manager department, there is sufficient funding in the City Manager department budget (Account No. 101-1301-8351) to cover this expense.

#### **Public Contact**

Posting of City Council agenda.

#### **Recommendation**

It is recommended that the City Council adopt the attached resolution authorizing the professional services agreement with the executive search firm designated by Council to conduct an executive recruitment for the City Manager position.

**Alternatives**

1. Postpone decision pending further deliberation or interviews.
2. Take no action.

**Attachments**

- A. Resolution authorizing a professional services agreement with an executive search firm to conduct an executive recruitment for the City Manager position.

Respectfully submitted,

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Jack R. Crist  
Interim City Manager

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

**RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH AN EXECUTIVE SEARCH FIRM TO CONDUCT AN EXECUTIVE RECRUITMENT FOR THE CITY MANAGER POSITION**

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

**WHEREAS**, \_\_\_\_\_ has submitted a proposal to conduct an executive recruitment for a City Manager at a fee of \$\_\_\_\_\_, plus expenses up to \$\_\_\_\_\_, for a total maximum cost of \$\_\_\_\_\_ for professional services; and

**WHEREAS**, funding is available for these professional services in the City Manager department budget for fiscal year 2006.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Belmont, that the Council does hereby authorize the Interim City Manager to enter into an agreement, on a form approved by the City Attorney, for professional services with \_\_\_\_\_ for an amount not to exceed \$\_\_\_\_\_.

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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 September 13, 2005 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