



Agenda Report

February 8, 2016

TO: City Council

FROM: Mayor

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT FOR EXECUTIVE RECRUITMENT SERVICES FOR THE SELECTION OF A NEW CITY MANAGER IN AN AMOUNT NOT TO EXCEED \$35,000

RECOMMENDATION:

It is recommended that the City Council:

- 1) Find that the recommended action is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines, per Section 15601(b)(3), the general rule that CEQA only applies to projects that may have an effect on the environment;
- 2) Authorize the Mayor to enter into a contract with selected search firm for executive recruitment services related to the selection of a new City Manager in an amount not to exceed \$35,000. Competitive bidding is not required pursuant to City Charter Section 1002 (F), contracts for unique or professional services; and
- 3) Grant the proposed contract an exemption from the Competitive Selection Process pursuant to Pasadena Municipal Code Section 4.08.049(B), contracts for which the City's best interests are served.

BACKGROUND:

City Manager Michael Beck recently announced his departure from the City of Pasadena following more than seven years of dedicated service. Subsequently, the City Council formed an ad hoc subcommittee consisting of the Mayor and Councilmembers McAustin, Hampton and Gordo, to manage the search for a new City Manager.

To assist in the effort, it is appropriate to utilize the services of an executive recruiter. Normally the selection of professional services would be accomplished by way of a

Competitive Selection process involving the issuance of a request for proposals. However, in this instance, as the universe of potential executive recruiters is fairly limited and well known, an informal process which involved the submission of written proposals and interviews with the ad hoc committee was undertaken. This process provides for the greatest efficiency and timeliness.

A total of five firms submitted proposals and four were invited to interviews with the ad hoc committee. The firms that were interviewed are Bob Murray & Associates, CPS – HR Consulting, Ralph Andersen & Associates, and Waters & Company. Based on this process one of these established firms will be selected as the most qualified for this engagement. As such it is recommended that the City Council approve an exemption from the Competitive Selection process on the bases of best interests of the City, pursuant to P.M.C. 4.08.049B.

Although the total dollar value of the proposed contract is below the traditional City Council approval threshold of \$75,000, it is recommended that the Council ratify the selection of the firm, and authorize the Mayor to execute the contract.

FISCAL IMPACT:

Funds for the proposed contract are available in the Fiscal Year 2016 Operating Budget within the City Manager Department.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Terry Tornek", written over a horizontal line.

Terry Tornek
Mayor