

City of Calistoga

Staff Report

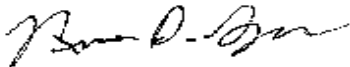
TO: Honorable Mayor and City Council

FROM: Richard Spitler, City Manager

DATE: August 18, 2015

SUBJECT: Establishing a City Manager Recruitment Subcommittee and to Appoint Two Members from the City Council

APPROVAL FOR FORWARDING:



Richard D. Spitler, City Manager

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2 **ISSUE:** Establishing a City Manager recruitment subcommittee and appointment of two
3 members from the City Council to sit on this subcommittee.

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5 **RECOMMENDATION:** By motion, establish a City Manager recruitment subcommittee
6 and to appoint two members from the City Council to sit on this subcommittee.

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8 **BACKGROUND / DISCUSSION:**

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10 The City Manager has announced his intent to retire on December 31, 2015. Ideally a
11 replacement City Manager should be found by January 1st. In order to assist the City
12 Council in finding a replacement, an executive search firm should be hired. This firm will
13 undertake the various activities as necessary to attract and evaluate viable candidates
14 and will assist the entire Council in its decision making process.

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16 The City Manager has already sent out five requests for proposals to respected executive
17 search firms who are experienced in government recruitment. These proposals are due
18 August 24th.

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20 As done in the 2010 City Manager recruitment, the City Council is asked to appoint two
21 members of the Council to be the members of a City Manager recruitment subcommittee.
22 Their task is to review these proposals, interview the firm representative(s) and to make a
23 recommendation to hire a firm to the entire City Council at public meeting.
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25 The City's practice is to have the Mayor appointed as one of the members of this
26 subcommittee. The Council is to select another member. The City Manager will assist this
27 subcommittee with the process. The process will take 5 to 6 months.

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29 Once the consulting executive search firm has received City Manager applications, the
30 entire City Council will be involved in the decision-making process. Should a new City
31 Manager be found, any proposed employment contract must be brought before the City
32 Council at public meeting.

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34 **FISCAL IMPACT:** The cost of hiring an executive search consulting firm is expected to
35 be from \$30,000 to \$35,000. This would be charged against the Personnel Services
36 budget (01-4172-4402). When a professional services agreement is presented to the City
37 Council a specific dollar amount will be given as well as a request to make a budget
38 adjustment to fund the agreement.