

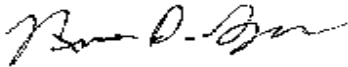
# City of Calistoga

## Staff Report

**TO:** Honorable Mayor and City Council  
**FROM:** Richard Spitler, City Manager  
**DATE:** September 1, 2015  
**SUBJECT:** Consideration of a Resolution Authorizing the City Manager to enter into a Professional Services Agreement with the firm of Peckham & McKenney to conduct the Recruitment for a New City Manager in the amount not to exceed \$25,000 and to Approve a Budget Adjustment in the Amount of \$30,000.

---

APPROVAL FOR FORWARDING:




---

Richard D. Spitler, City Manager

---

1  
2 **ISSUE:** Consideration of a resolution authorizing the City Manager to enter into a  
3 professional services agreement with the firm of Peckham & McKenney to conduct  
4 the recruitment for a new City Manager in the amount not to exceed \$25,000 and  
5 to approve a budget adjustment in the amount of \$30,000.

6  
7 **RECOMMENDATION:** Adopt the Resolution.

8  
9 **DISCUSSION:** The City Council established a sub-committee consisting of  
10 Mayor Canning and Councilmember Kraus at the August 18, 2015 regular  
11 meeting to seek the services of an executive recruitment consulting firm to assist  
12 in finding a new City Manager. This is to replace the existing City Manager who  
13 has announced his retirement at the end of December 2015.

14  
15 The Mayor and Councilmember Kraus reviewed proposals from three executive  
16 search firms. All were determined to be qualified to undertake this task at  
17 comparable cost. Based upon their review they determined that Peckham &  
18 McKenney of Roseville, CA is best suited for Calistoga's needs. A reference  
19 check with recent clients has indicated that the firm has a good and proven track  
20 record. The following are the three firms that submitted proposals and their  
21 services budget:

22  
23 Bob Murray & Associates \$17,500 plus expenses estimated to be \$6,900

Date: September 1, 2015

Subject: Professional Services Agreement with the firm of Peckham & McKenney to conduct the Recruitment for a New City Manager

Page 2 of 2

24 Peckham & McKenney \$18,500 plus expenses not-to-exceed \$6,500

25 Koff & Associates \$25,000 total cost

26

27 The scope of services recommended by Peckham & McKenney is outlined in the  
28 attached proposal. The Council's sub-committee found the scope to be  
29 appropriate for our needs.

30

31 **FISCAL IMPACT:** The adopted budget does not contain funds for this  
32 unanticipated expense. A budget adjustment will be necessary to allocate  
33 \$30,000 funds from the General Fund Undesignated Reserve to the Personnel  
34 Budget in the following manner: \$25,000 to 01-4172-4402 (the maximum cost of  
35 the consultant) and 01-4172-4405 to defray expenses associated with the  
36 interview of potential candidates for the position.

37

38 **ATTACHMENTS:**

- 39 1. Draft Resolution  
40 2. Professional Services Agreement  
41 3. Proposal from Peckham & McKenney

RESOLUTION NO. 2015-XXX

Authorizing Agreement No. \_\_\_\_\_

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH THE FIRM OF PECKHAM & MCKENNEY, INC. TO CONDUCT THE RECRUITMENT FOR A NEW CITY MANAGER IN THE AMOUNT NOT TO EXCEED \$25,000 AND TO APPROVE A BUDGET ADJUSTMENT IN THE AMOUNT OF \$30,000

WHEREAS, the City Manager has announced his pending retirement on December 30, 2015, which will result in a future position vacancy; and

WHEREAS, the City of Calistoga desires to recruit a new City Manager; and

WHEREAS, the City desires to retain a qualified firm to conduct the recruitment for a new City Manager; and

WHEREAS, Peckham & McKenney, Inc. has submitted a proposal to conduct an executive search for a City Manager at a fee of \$18,500 professional services, plus expenses up to \$6,500, for an amount not to exceed \$25,000.

NOW, THEREFORE BE IT RESOLVED, that the Calistoga City Council hereby approves a budget adjustment to the 2015-2016 Fiscal Year Budget to allocate \$30,000 from the General Fund Undesignated Reserve to the Personnel Budget in the following manner: \$25,000 to 01-4172-4402 for professional services; and \$5,000 to 01-4172-4405 for expenses associated with the interview of potential candidates for the position.

NOW, THEREFORE BE IT FURTHER RESOLVED that the City Manager is authorized to execute a professional services agreement with the firm of Peckham & McKenney to conduct the recruitment for a new City Manager in the amount not to exceed \$25,000 in substantially the same form as the attached Exhibit A contingent upon approval of the City Attorney.

PASSED, APPROVED, AND ADOPTED by the City Council of the City at a regular meeting held this 1st day of September 2015 by the following vote:

- AYES:
NOES:
ABSTAIN:
ABSENT:

CHRIS CANNING , Mayor

ATTEST:

KATHY FLAMSON, City Clerk