

City of Calistoga Staff Report

TO: Honorable Mayor and City Council
FROM: James C. McCann, City Manager
DATE: May 18, 2010
SUBJECT: Consideration of a Resolution authorizing a budget adjustment and accepting the recommendation of the City Council's ad-hoc committee to execute a professional services agreement with Bob Murray & Associates for City Manager recruitment services.

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2 **ISSUE:** Consideration of a Resolution to authorize a budget adjustment and the
3 execution of a professional services agreement with Bob Murray & Associates for
4 City Manager recruitment services.

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6 **RECOMMENDATION:** Adopt the Resolution.

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8 **DISCUSSION:** The City Council established a sub-committee consisting of
9 Mayor Gingles and Councilmember Kraus at the May 4, 2010 meeting to
10 interview executive recruitment consulting firms and to recommend a preferred
11 firm for City Manager recruitment.

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13 The Mayor and Councilmember Kraus interviewed three firms on Wednesday
14 May12th and determined that Bob Murray & Associates of Roseville, CA is best
15 suited for Calistoga's needs. A reference check with recent clients has indicated
16 that the firm has a good and proven track record. The preferred firm is also the
17 least expensive of the three proposers. The following are the three firms
18 interviewed and their services budget:

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20 Bob Murray & Associates \$15,500 plus expenses estimated to be \$4,500-\$5,850
21 Peckham & McKenney \$16,000 plus expenses not-to-exceed \$6,500
22 Ralph Anderson & Assocs. \$17,000 plus expenses (not estimated)
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The scope of services recommended by Bob Murray & Associates is outlined in detail in the attached proposal (proposals from the other two firms were previously distributed to the Council). The Council's sub-committee found the scope to be appropriate for our needs and was pleased with the attitude, experience and recommended approach, which Mr. Murray expressed during the interview/presentation. Mr. Murray will be present at the Council meeting of the 18th to present his proposal and respond to Council questions.

FISCAL IMPACT: The adopted budget does not contain funds for this unanticipated expense. A budget adjustment will be necessary to allocate funds (not to exceed \$21,350) for this effort from the General Fund Undesignated Reserve.

ATTACHMENTS:

1. Draft Resolution
2. Professional Services Agreement
3. Proposal from Bob Murray & Associates

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4 RESOLUTION NO. 20010-____
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6 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA,
7 STATE OF CALIFORNIA, AWARDING A PROFESSIONAL SERVICES AGREEMENT WITH
8 BOB MURRAY & ASSOCIATES TO CONDUCT AN EXECUTIVE SEARCH FOR
9 THE CITY MANAGER POSITION AND AUTHORIZING
10 A BUDGET ADJUSTMENT IN THE AMOUNT NOT TO EXCEED \$21,350
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12 Authorizing Agreement No. ____
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15 WHEREAS, the City Manager resigned effective June 6, 2010, resulting in a position
16 vacancy; and
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18 WHEREAS, the City of Calistoga desires to recruit a new City Manager; and
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20 WHEREAS, the City desires to retain a qualified firm to conduct the services described
21 above in accordance with the proposal to conduct an executive recruitment for a new City
22 Manager; and
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24 WHEREAS, Bob Murray and Associates has submitted a proposal to conduct an
25 executive search for a City Manager at a fee of \$15,500, plus expenses up to \$5,850, for an
26 amount not to exceed \$21,350 for professional services; and
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28 NOW, THEREFORE BE IT RESOLVED, that the Calistoga City Council hereby approves a
29 budget adjustment to the 2009-2010 Fiscal Year Budget to allocate \$21,350 from the General Fund
30 Undesignated Reserve.
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32 NOW, THEREFORE BE IT FURTHER RESOLVED that the City Manager is authorized to
33 execute a professional services agreement in substantially the same form as the attached Exhibit A
34 contingent upon approval of the City Attorney.
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36 PASSED, APPROVED, AND ADOPTED by the City Council of the City at a regular meeting
37 held this 18th day of May 2010 by the following vote:
38

39 AYES:

40 NOES:

41 ABSTAIN/ABSENT:
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43 _____
44 JACK GINGLES , Mayor

45 ATTEST:

46 _____
47 SUSAN SNEDDON, City Clerk
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