



City of Rialto

Legislation Text

File #: 21-0427, Version: 1

For City Council Meeting [July 13, 2021]

TO: Honorable Mayor and City Council

APPROVAL: Marcus Fuller, City Manager

FROM: Stephen Erlandson, Deputy City Manager

Request City Council to Authorize the City Manager to enter into Professional Services Agreements with Executive Recruiting Firms for a Not-to-Exceed amount of \$150,000.

(ACTION)

BACKGROUND

The City of Rialto currently has numerous vacant positions at the executive and senior management levels, in addition to some of these same positions being temporarily filled on an interim basis. Staff has attempted to fill many of these vacancies over the past year but has had limited success in finding qualified talent and/or candidates desiring a long-term permanent position with the City.

ANALYSIS/DISCUSSION

To advance the goals of the City Council, the City Manager believes that is of the utmost importance to fill the current vacancies at the executive and senior management levels of the organization. Currently those positions are Community Development Director and Human Resources/Risk Management Director. As such, staff has compiled the following list of executive recruiting firms that specialize in public sector recruitments:

- Alliance Resource Consulting, LLC
- Bob Murray and Associates
- CPS HR Consulting
- Peckham and McKenney, Inc.
- Ralph Andersen and Associates
- Teri Black and Company, LLC

All of these firms provide executive search and consulting services to an array of cities, counties, special districts, state agencies, and other public sector organizations. These firms specialize in and have a broad reach and network to better provide a qualified pool of candidates for the critical open recruitments.

A single recruitment from any one of the aforementioned firms can be performed for approximately \$25,000 per recruitment. In addition to the two director level positions previously mentioned, the need may arise where additional executive and senior management level recruitments might necessitate the assistance of a professional governmental recruiting firm.

Therefore, the City Manager is requesting that the City Council delegate authority to enter into Professional Services Agreements with one or more of the aforementioned executive recruiting firms throughout Fiscal Year 2021/2022 for up to 6 potential executive recruitments estimated to cost \$25,000 each for a not-to-exceed amount of \$150,000.

ENVIRONMENTAL IMPACT

The request is not a Project as defined by Section 15378 of the California Environmental Quality Act (CEQA).

GENERAL PLAN CONSISTENCY

This action is consistent with Guiding Principle 3A in the General Plan:

Our City government will lead by example, and will operate in an open, transparent, and responsible manner that meets the needs of the citizens and is a good place to do business.

LEGAL REVIEW

The City Attorney has reviewed and supports this staff report.

FINANCIAL IMPACT

Operating Budget Impact

The cost incurred as a part of this process are included in the continued Fiscal Year 2020/2021 Adopted Budget, and have been included in the proposed Fiscal Year 2021/2022 budget.

Capital Improvement Budget Impact

There is no impact to the Capital Improvement Budget.

Licensing

A business license is not required as part of this action.

RECOMMENDATION

Staff recommends that the City Council delegate authority to the City Manager to enter into Professional Services Agreements with one or more executive recruiting firms throughout Fiscal Year 2021/2022 for up to 6 potential executive recruitments estimated to cost \$25,000 each for a not-to-exceed amount of \$150,000.