



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: October 8, 2013

TO: Mayor and Councilmembers

FROM: Mayor and Council Ad Hoc Recruitment Committee

SUBJECT: Professional Services Agreement To Conduct Recruitment And Selection Process For A New City Attorney

RECOMMENDATION: That Council:

- A. Approve, and authorize the City Administrator to execute, an agreement with Ralph Andersen and Associates to conduct a City Attorney recruitment and selection process for a total cost not to exceed \$29,500; and
- B. Allocate \$29,500 from the Appropriated Reserve of the General Fund to the Mayor & Council's Fiscal Year 2014 budget to cover recruitment costs for a new City Attorney.

DISCUSSION:

On August 6, 2013 City Attorney Stephen P. Wiley informed Council that he would be retiring from the City of Santa Barbara in December 2013.

Mayor Schneider formed an Ad Hoc Recruitment Committee consisting of herself along with Councilmembers Bendy White and Dale Francisco. The Ad Hoc Committee received and reviewed three proposals from recruiting firms and selected and interviewed two finalists: Ralph Andersen & Associates and William Avery & Associates, Inc. Both firms had comparable pricing. While both companies were qualified the Committee selected Ralph Andersen and Associates as the top choice to conduct the recruitment.

Ralph Andersen & Associates has been providing executive search and management consulting services since 1972. This firm is experienced at conducting legal searches for a variety of public agencies – cities, counties, and special districts within California and across the United States.

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Ralph Andersen & Associates proposes to conduct the recruitment and selection process, including background and reference checks for a total cost not to exceed \$29,500. Upon execution of the agreement, Ralph Andersen & Associates will proceed immediately with the goal of having the Mayor and Council select a new City Attorney in early 2014.

BUDGET/FINANCIAL INFORMATION:

The expenses of this recruitment, not to exceed \$29,500, will be funded from an allocation of General Fund appropriated reserve to the Mayor & Council's budget.

PREPARED BY: Helene Schneider, Mayor

SUBMITTED BY: Marcelo A. Lopez, Assistant City Administrator

APPROVED BY: City Administrator's Office