



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: September 16, 2014

TO: Mayor and Councilmembers

FROM: Ad Hoc City Administrator Recruitment Committee

SUBJECT: Professional Services For City Administrator Recruitment

RECOMMENDATION: That Council:

- A. Authorize the Administrative Services Director to execute a professional services agreement with Andersen and Associates in the amount of \$27,000, with extra services totaling \$2,700, for a total not-to-exceed amount of \$29,700, to conduct the recruitment and selection process for a new City Administrator; and
- B. Allocate \$33,200 from General Fund Appropriated Reserves to the Mayor and Council's Fiscal Year 2015 budget to cover the cost of the professional services agreement, candidate travel and expenses, and other unforeseen expenses related to the recruitment and selection process.

DISCUSSION:

Following the announcement that City Administrator James Armstrong would be retiring in the fall of 2014, Council appointed an ad hoc City Administrator Recruitment Committee (Recruitment Committee) consisting of Mayor Helene Schneider, Councilmember Dale Francisco and Councilmember Bendy White.

In the fall of 2013, Andersen and Associates was selected to perform professional services related to the City Attorney recruitment following a competitive proposal process. Given the success of that recruitment process, the Recruitment Committee has recommended that the City contract again with Andersen and Associates in the recruitment and selection of a new City Administrator.

Dave Morgan of Andersen and Associates will again manage the recruitment process, working closely with the Recruitment Committee and, as appropriate, the full Council. Mr. Morgan has experience with high level recruitments (including recent City Manager recruitments in Carlsbad, Fountain Valley, and Santa Rosa) and himself served for eight years as the City Manager in Anaheim before joining Andersen and Associates. The process will include developing the recruitment plan and a position profile, conducting outreach and active recruitment of candidates, evaluating applicants, reporting back on

top candidates, supporting Council's interview and selection process, negotiating with the selected candidate, and notifying the candidates who are not selected. The contract includes a guarantee to conduct another recruitment should the selected candidate be dismissed or resign within a year of appointment.

BUDGET/FINANCIAL INFORMATION:

The base cost of Andersen's services will be \$27,000 with approval of up to \$2,700 (10%) in extra services, for a total contract amount not to exceed \$29,700. The estimated costs will also include \$3,500 for other recruitment related expenses, for a total of \$33,200. Because this expense was not included in the Mayor and Council's Fiscal Year 2015 budget, it is necessary to transfer funds from appropriated reserves.

PREPARED BY: Kristine Schmidt, Administrative Services Director

SUBMITTED BY: Mayor Helene Schneider, Recruitment Committee

APPROVED BY: City Administrator's Office