



# City Council Memorandum

*City of Arts & Innovation*

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**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: JUNE 14, 2022**

**FROM: MAYOR PRO TEM CONDER      WARDS: ALL**

**SUBJECT: APPROVAL OF A PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH RALPH ANDERSEN & ASSOCIATES FOR THE CITY MANAGER RECRUITMENT IN THE AMOUNT OF \$44,750 FOR SERVICES THROUGH DECEMBER 31, 2022**

**ISSUE:**

Approval of a Professional Consultant Services Agreement for the City Manager Recruitment Services with Ralph Andersen & Associates for a term through December 31, 2022, or upon the successful placement of a City Manager, whichever occurs first, in an amount not to exceed \$44,750.

**RECOMMENDATION:**

That the City Council

1. Approve the Professional Consultant Services Agreement for the City Manager Recruitment Services with Ralph Andersen & Associates for a term through December 31, 2022, or upon the successful placement of a City Manager, whichever occurs first, in an amount not to exceed \$44,750; and
2. Authorize the City Manager, or his designee, to execute the Professional Consultant Services Agreement with Ralph Andersen & Associates, including making minor and non-substantive changes.

**BACKGROUND:**

Following the resignation of the former City Manager, effective June 3, 2022, City Council directed the Human Resources Department to solicit executive search firms interested in conducting a nationwide executive recruitment search and selection of a new City Manager. Communication of the proposal requirements was sent to ten reputable executive search firms throughout California. The Human Resources Department received proposals from five executive search firms. On June 2, 2022, during a special closed session meeting, the City Council interviewed the top three executive search firms. The City Council unanimously selected Ralph Andersen & Associates to conduct the City Manager recruitment and seeks to ratify the process, selection, and approval of the executive search firm to conduct the City Manager recruitment.

## **DISCUSSION:**

In May 2022, as directed by City Council, the Human Resources Department issued an informal bid request for an executive search firm to assist the City Council in the nationwide search and selection of a City Manager. Requests were sent to ten reputable executive search firms throughout California. The Human Resources Department received proposals from five executive search firms. On June 2, 2022, during a special closed session meeting, the City Council was presented with and interviewed the top three (3) executive search firms. At the end of the meeting, City Council made a unanimous decision to award Ralph Andersen & Associates the contract to conduct the City Manager recruitment.

Ralph Andersen & Associates (RAA) has conducted numerous successful national City Manager searches for cities similar in size and scope to the City of Riverside. In addition, the City of Riverside has previously worked with RAA on other executive level recruitments, including the General Public Utilities Manager and Public Works Director. With Ralph Andersen & Associates' experience and reputation, the City Council will be provided the opportunity to consider candidates located throughout California as well as across the nation. Ralph Andersen & Associates, a California Corporation, has been providing executive search and management consulting services since 1972. RAA's approach will include working closely with the City's leadership, stakeholders, staff and community to ensure a complete picture of the desired diverse candidate pool is developed.

Purchasing Resolution 23812, Section 700 (a) states that the "Acquisition of Services by a Using Agency under the supervision of the Manager of \$50,000 or less may follow the Informal Procurement process."

The Human Resources Department recommends the approval of the agreement with Ralph Andersen & Associates as the executive search firm for the City Manager recruitment.

The Purchasing Manager concurs with the recommendation and that this purchase is in compliance with the Purchasing Resolution 23812, Section 700 (a).

## **STRATEGIC PLAN ALIGNMENT:**

Approval of the agreement with Ralph Andersen & Associates contributes to **Strategic Priority 5 – High Performing Government**, and **goal 5.1: *Attract, develop, engage, and retain a diverse and highly skilled workforce across the entire City organization.***

The agreement aligns with each of the five Cross-Cutting Threads as follows:

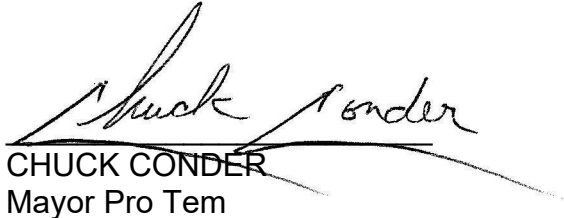
1. **Community Trust** – This agreement with Ralph Andersen & Associates incorporates the involvement and inclusivity of community engagement and aligns with an emphasis on attracting a diverse pool of highly qualified City Manager candidates to serve the public and communities' interest.
2. **Equity** – This agreement with Ralph Andersen & Associates supports the City's racial, ethnic, religious, sexual orientation, identity, geographic, and other attributes of diversity in the pool of highly qualified City Manager candidates.

3. **Fiscal Responsibility** – This agreement with Ralph Andersen & Associates ensures responsible management of the City’s financial resources.
4. **Innovation** – This agreement with Ralph Andersen & Associates ensures the timeliness in meeting the City’s and community’s need for a City Manager.
5. **Sustainability & Resiliency** – This agreement with Ralph Andersen & Associates provides the commitment to retain from a highly diverse pool of City Manager candidates who can adapt to the changing needs of both the city and the community.

**FISCAL IMPACT:**

The total fiscal impact of this recommendation is \$44,750. Sufficient funds have been budgeted in the Fiscal Year 2022/23 budget CMO Professional Services account number 1100000-421000.

Prepared by:



CHUCK CONDER  
Mayor Pro Tem

Certified as to Availability of funds:	Edward Enriquez, Acting City Manager/Chief Financial Officer/Treasurer
Approved by:	Edward Enriquez, Acting City Manager/Chief Financial Officer/Treasurer
Approved as to form:	Phaedra A. Norton, City Attorney

Attachment: Professional Consultant Services Agreement