



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JULY 10, 2018

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: FIRST AMENDMENT TO PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH RALPH ANDERSEN & ASSOCIATES, TO CONDUCT AN EXECUTIVE SEARCH FOR UTILITIES GENERAL MANAGER IN THE AMOUNT OF \$30,000, EXTENDING THE AGREEMENT TO DECEMBER 31, 2018, AND INCREASING THE TOTAL NOT TO EXCEED CONTRACT AMOUNT TO \$61,500

ISSUE:

Approve the First Amendment to a Professional Services Agreement with Ralph Andersen & Associates in the amount of \$30,000 to conduct an executive search for the Utilities General Manager, extending the agreement to December 31, 2018, and increasing the total not to exceed amount to \$61,500.

RECOMMENDATION:

That the City Council:

1. Approve the First Amendment to a Professional Consultant Services Agreement with Ralph Andersen & Associates, to conduct an executive search for Utilities General Manager in the amount of \$30,000, extending the term to December 31, 2018 and increasing the not to exceed amount from \$31,500 to \$61,500; and
2. Authorize the City Manager, or his designee, to execute the First Amendment to Professional Consultant Services Agreement with Ralph Andersen & Associates including making minor and non-substantive changes.

BACKGROUND:

On December 8, 2017, the Public Utilities Department executed a Professional Consultant Services Agreement with Ralph Andersen & Associates in the amount of \$31,500. The scope of the agreement was for executive search services for the Utilities General Manager recruitment to occur through June 30, 2018.

Purchasing Resolution 23256, Section 403, provides an exception to competitive procurement for professional recruitment services when the Manager is satisfied that the best price, terms and condition for the Procurement have been negotiated. The price of the original Professional Consultant Services Agreement with Ralph Andersen & Associates was negotiated down ten percent from the amount initially proposed, which allowed for the competitive procurement exception to be utilized.

DISCUSSION:

During the initial phase of the recruitment process for the Utilities General Manager, the City and the Board of Public Utilities decided to suspend recruitment efforts prior to selecting a candidate. The City and the Board of Public Utilities recognize the need to restart the recruitment effort to fill this critical vacancy and wish to engage Ralph Andersen & Associates to complete this effort.

The Purchasing Manager concurs that the recommendation is in compliance with Purchasing Resolution 23526.

FISCAL IMPACT:

The fiscal impact of the First Amendment to a Professional Consultant Services Agreement with Ralph Andersen & Associates is \$30,000, for a total not to exceed contract cost of \$61,500. Sufficient funding is available in account number 6000000-421000, Professional Services.

Prepared by:	Stephanie Holloman, Human Resources Director
Certified as to availability of funds:	Adam Raymond, Chief Financial Officer/City Treasurer
Approved by:	Rafael Guzman, Assistant City Manager
Approved as to form:	Gary Geuss, City Attorney

Attachments: Contract Amendment #1