



**CITY OF MARTINEZ**

**CITY COUNCIL AGENDA  
February 19, 2014**

**TO:** Honorable Rob Schroder, Mayor and City Council

**FROM:** Jeffrey A. Walter, City Attorney

**SUBJECT:** Request for Proposal to be sent to Recruitment Firms to Assist in Recruiting Candidates for City Manager Position

**DATE:** February 13, 2014

**RECOMMENDATION**

Approve Request for Proposal to send to recruitment firms soliciting proposals to assist the City Council in recruiting, interviewing and selecting a qualified individual to serve as the permanent City Manager.

**BACKGROUND**

At its previous Council meeting, the City Council requested that the City Attorney's office assist in soliciting proposals from qualified recruitment firms to assist the City Council in recruiting, interviewing and selecting a qualified individual to fill the permanent City Manager position. The City Council requested that the City Attorney develop a draft Request for Proposal and return to the City Council for its review and approval of a final form of the Request for Proposal to be submitted to relevant recruitment firms.

In speaking with human resources departments from other cities in the Bay Area which our firm represents, we have been told that the most common method of obtaining proposals from the recruitment firms that are best known for their public agency work is by contacting the individual firms, typically by email or phone, outlining the specific issues that an individual city may wish to have addressed through the recruitment process. Most of the well known recruitment firms have a package proposal which they tailor to the specific needs of an individual city.

The attached draft Request for Proposal seeks to identify some of the issues that this Council may find important to address in a City Manager recruitment.

It is requested that the Council review the attached sample Request for Proposal and if there are any additional questions or areas which the Council wishes the recruitment firms' proposals to address, it is requested that during the public hearing on this item, the Council identify those and direct the City Attorney to incorporate them into the final draft of the Request for Proposal.

## **FISCAL IMPACT**

In speaking with other cities' human resources departments that have utilized the services of recruitment firms, I am told that the cost of retaining these firms to conduct top management recruitments ranges somewhere between \$18,000 and \$25,000, but of course, the actual costs associated with retaining the firms to which the Request for Proposal would be sent would be easily ascertained upon receipt of their proposals.

## **ACTION**

Approve a form of Request for Proposal pertinent to the recruitment of candidates for the City Manager's position, and direct the City Attorney to deliver same to the relevant recruitment firms.

Attachments:

Sample Request for Proposal

**APPROVED BY:**

  
Interim City Manager

## **SAMPLE REQUEST FOR PROPOSALS FROM RECRUITMENT FIRMS**

Name  
Address

Re: Submittal of Proposal for Assisting City of Martinez City Council Recruit and Hire Qualified Individual for City Manager Position

Dear \_\_\_\_\_

The City Council ("Council") of the City of Martinez intends to retain a qualified individual to become its permanent City Manager. To this end, therefore, the Council is requesting that you submit to the City a proposal to assist the Council in recruiting, interviewing and selecting the new City Manager. Your proposal should address at least the following matters:

1. The qualifications of the individual(s) who are proposed to conduct the search.
2. A description of searches you and/or your firm have conducted during the last 5 years for the position of City Manager, identifying: (a) the name of the City, (b) the time period during which the search took place, (c) the number of applicants, (d) the number of persons interviewed by the council, (e) the procedures utilized in interviewing, vetting, negotiating the contract with and hiring the city manager, (f) the name of the person selected, (g) the beginning salary agreed to be paid to the successful candidate, and (h) whether that person still occupies the position.
3. A proposed process to assist the Council in identifying the qualities that the Council and the community believe are important in a City Manager.
4. Strategies proposed for the recruitment process.
5. Recommendations as to several optional methods of interviewing and vetting the candidates, including a discussion of the pro's and con's of each method. Please discuss at least the following interview and selection methodologies:
  - a. Only the Council screens all applications and determines top candidates to be interviewed.
  - b. Other persons, with or without the Council, screen all applications and determine top candidates to be interviewed.
  - c. Only Council interviews top candidates.
  - d. Combination of Council and several oral boards interview candidates, with oral boards' recommendations being advisory only. Please describe the

make up and number of oral boards your firm has worked with in previous searches and their relative merits.

6. Assisting the Council in developing job descriptions for the City Manager position.

7. The scope and nature of the background search: who should conduct it and who should be contacted?

8. Whether or not your services would include drafting and negotiating the employment agreement on behalf of the Council, along with a discussion of the pro's and con's of having the recruiter performing these functions.

9. The timeframe you would propose for the recruitment/selection/retention

process

10. The fees and costs you will charge for performing these services.

11. A list containing at least three references.

Please deliver your proposal to Jeffrey A. Walter, Martinez City Attorney, at Walter & Pistole, 670 W. Napa St., Suite F, Sonoma, CA 95476; telephone (707) 996 9690 so that he receives it by no later than \_\_\_\_\_ 2014. Should you have any questions regarding this request, please contact the undersigned at the above address and/or phone number. Proposals should be mailed or hand delivered. Attached, please find a copy of the relevant Martinez Municipal Code provisions describing the basic duties of the Martinez City Manager.

Thank you for your consideration of this important project.

Sincerely yours,

Jeffrey A. Walter  
[jwalter@walterpistole.com](mailto:jwalter@walterpistole.com)

encl.