



**CITY OF LODI
COUNCIL COMMUNICATION**

AGENDA TITLE: Request for Authorization to Solicit Proposals to Engage an Executive Recruiting Firm to Provide Services Associated With the Recruitment of a City Manager

MEETING DATE: April 21, 2010

PREPARED BY: Blair King, City Manager

RECOMMENDED ACTION: Request for authorization to solicit proposals to engage an executive recruiting firm to provide services associated with the recruitment of a City Manager.

BACKGROUND INFORMATION: The City of Lodi is seeking to fill the position of a permanent City Manager. The position will be vacated on May 7, 2010. It is proposed that the Council use the services of an executive search firm that specializes in assisting California cities to recruit and hire executive management staff.

On April 13, 2010, the City Council appointed Konradt Bartlam, of the Bartlam Group, as the Interim City Manager. Mr. Bartlam will begin to provide Interim City Manager services upon the departure of the current City Manager and will continue to provide such services until the appointment of the permanent City Manager. It is anticipated that the selection process for the next city manager may take four to six months.

The process itself involves, at a minimum, interviewing the Council and key staff to develop a candidate profile; the preparation of recruitment materials; the application solicitation and recruitment phase; various interview stages; background verification and reference checks; negotiations with final candidates; and coordination with the appointing body throughout the process.

Executive recruiting firms range in size from one- to two-person offices to larger national firms. The attached list of potential firms represents that range. It is recommended that the attached request for proposals be sent to all firms listed, and any others that are not listed, who request to apply between now and May 7, 2010, the deadline for returning the proposals. This will ensure everyone who wishes to respond has an opportunity to do so.

In the alternative, the Council could use in-house resources. This would not cost any additional money, but because it is the experience of many potential candidates to interact with a recruitment firm, a city using in-house resources may not attract as deep a candidate pool. Also, many of the best candidates are not actively searching and a good recruitment firm will generate interest from those applicants currently not in the job market.

APPROVED: 
Blair King, City Manager

FISCAL IMPACT: It is anticipated that the cost for retaining such services will range from \$20,000 to \$40,000, although the precise amount will not be known until the proposals are returned.



Blair King
City Manager

Attachments

CITY COUNCIL

PHIL KATZAKIAN, Mayor
SUSAN HITCHCOCK,
Mayor Pro Tempore
BOB JOHNSON
JOANNE MOUNCE
LARRY D. HANSEN

CITY OF LODI

CITY HALL, 221 WEST PINE STREET
P.O. BOX 3006
LODI, CALIFORNIA 95241-1910
(209) 333-6702 / FAX (209) 333-6807
www.lodi.gov cityclerk@lodi.gov

BLAIR KING, City Manager
RANDI JOHL, City Clerk
D. STEPHEN SCHWABAUER
City Attorney

April 21, 2010

Firm Name and Address

SUBJECT: Request for Proposal - Executive Recruitment Services

Dear _____:

The City of Lodi desires professional assistance to recruit a City Manager.

Lodi is located in northern San Joaquin County with a population of 63,313. We are a full-service, general law city with a Council/Manager form of government. The City Council's five members are elected at-large, serving four-year terms.

The City Manager, City Clerk and City Attorney are appointed by the City Council. The City Manager oversees the Police, Fire, Community Development, Public Works, Parks and Recreation and Internal Services, as well as the Community Center, Library and municipal Electric Utility. The departments employ roughly 405 full-time employees. Our former City Manager, Blair King, resigned after a tenure of over five years to accept a new professional opportunity.

Annual expenditures are approximately \$170 million, with the General Fund comprising \$40 million.

It is the City's expectation that the selected firm will assist the City in all aspects of the recruitment process from identification of exceptional candidates to background verification.

Your proposal should be brief and to the point, but must include at a minimum: (1) a description of your firm and ability to perform the job; (2) a resume of the person designated to perform the search; (3) a list of other current or anticipated engagements that could impact this search; (4) a detailed outline describing how your firm would conduct the search; (5) a project schedule; (6) proposed search costs; and (7) an affirmation of ability to meet insurance requirements. The City will expect certificates of insurance and endorsements to be available upon award of contract.

Request for Proposals
April 12, 2010
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Delivery of Proposals: **All proposals should be received 5:00 p.m. on May 7, 2010.**

Proposals should be delivered to:

City Manager's Office
City of Lodi
221 West Pine Street
Lodi, California 95240

Phone: (209) 333-6700

Responses will possibly be evaluated by a committee of the City Council and staff. A firm will be selected based on quality of the proposal, responsive timeline, qualifications, logic of approach to the recruitment, and cost.

Sincerely,

Phil Katzakian, Mayor
City of Lodi

Executive Search Consultants

Avery Associates

31/2 N. Santa Cruz Ave. Suite A
Los Gatos, CA 95030
(408)399-4424
www.averyassoc.net

Bob Murray & Associates

1677 Eureka Road, Suite 202
Roseville, CA 95661
(916)784-9080
www.bobmurrayassoc.com

Mathis Consulting Group

Dr. Bill Mathis
3435 Valle Verde Drive Ste. C
Napa, CA 94558
(707)252-2151
www.mathisgroup.net

Peckham & McKenney

6700 Freeport Blvd. Suite 203A
Sacramento, CA 95822
(866)912-1919
www.peckhamandmckenney.com

Slavin Management Consultants

Paul Wenbert, ICMA-CM
Western Regional Manager
7828 E. Red Hawk Circle
Mesa, AZ 85207
480-664-2676 office
480-444-9512 cell
[pwconsultinPO,cox.net](mailto:pwconsultinPO@cox.net)

Alliance Resource Consulting

Eric Middleton
400 Oceangate, Suite 510
Long Beach, CA 90802
(562)901-0769
[info@,alliancerc.com](mailto:info@alliancerc.com)

04/13/10

RJA Management Services

Dr. Richard Garcia
550 W. Duarte Road, Suite 6
Arcadia, CA 91007
(626)447-3318
info@riamanagement.com

Ralph Andersen & Associates

5800 Stanford Ranch Road, Suite 410
Rocklin, CA 95765
(916)630-4900
www.ralphandersen.com

L.B. Havhurst

1014 Hopper Avenue #506
Santa Rosa, CA 94503
(415)884-0544
www.lbhavhurst.com