



DISCUSSION

City of San Bernardino Request for Council Action

Date: April 19, 2023

To: Honorable Mayor and City Council Members

From: Charles E. McNeely, Interim City Manager
By: Suzie Soren, Director of Human Resources

Department: Human Resources

Subject: **City Manager Executive Recruitment Services (All Wards)**

Recommendation:

It is recommended that the Mayor and City Council of the City of San Bernardino, California, authorize the City Manager or his designee to execute a Professional Services Agreement with Gallagher Benefit Services, Inc., (Koff & Associates) for the executive recruitment services for the position of City Manager.

Background

In keeping with the City's standard purchasing procedures, on December 29, 2022, staff issued a Request for Proposal (RFP #F-23-21) for executive recruitment services for a City Manager. Using the City's procurement system, Planet Bids, 384 executive firms were invited to submit proposals by January 25, 2023.

Discussion

Following the release of the RFP, seven (7) proposals were received and presented to the Mayor and City Council in closed session on April 5, 2023. Staff evaluated the firms on a number of areas and presented the evaluation to the Mayor and Council including the following details on each firm:

- Information about the team assigned to the recruitment,
- Experience in executive recruitments,
- Previous city manager, deputy city manager, or equivalent position recruitments,
- The size of cities for which they recruited city managers, deputy city managers or equivalent positions,
- Experience in California, and
- Previous work with the City of San Bernardino, if any.

During an additional Special Closed Session meeting held on Monday, April 10, 2023, the Mayor and City Council interviewed the top two firms and directed staff to bring forward an agreement with Gallagher Benefit Services (Koff & Associates) to conduct the executive recruitment for the City Manager.

Frank Rojas has been identified by Koff & Associates as the Project Manager for the recruitment and may not be removed without the City's consent. The consultant will provide the Mayor and City Council regular updates on the recruitment process.

2021-2025 Strategic Targets and Goals

The selection of an executive recruitment firm to manage the City's search for a new City Manager aligns with Key Target No. 2: Focused, Aligned Leadership and Unified Community, by selecting a City Manager that will build a culture that attracts, retains, and motivates the highest quality talent.

Fiscal Impact

The fiscal impact associated with entering into the professional services agreement for executive recruitment services with Gallagher Benefit Services (Koff & Associates) will be \$28,500.

Conclusion

It is recommended that the Mayor and City Council of the City of San Bernardino, California, authorize the City Manager or his designee to execute a Professional Services Agreement with Gallagher Benefit Services, Inc., (Koff & Associates) for the executive recruitment services for the position of City Manager.

Attachments

Attachment 1 Professional Services Agreement

Ward:

All Wards

Synopsis of Previous Council Actions:

N/A