

**MAYOR BOB FOSTER**

CITY OF LONG BEACH

April 17, 2007

HONORABLE CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Retain Alliance Resource Consulting LLC for executive recruiting services performed in connection with the position of city manager.

DISCUSSION

City Council approval is requested to enter into a contract with Alliance Resource Consulting LLC for executive recruiting services. Due to the importance of the city manager position, it is common practice for cities of our size to hire an executive recruiting firm to help conduct the recruitment. In order to maximize transparency to the extent possible given the nature of the closed session at which the selection was made, a brief description of the process is given below.

First, a public Request For Proposals was issued on February 26 to solicit proposals for executive recruiting services. Various efforts were made both by my Office and the City Clerk Department to publicize this RFP as much as possible to potentially interested parties, including: mailing out letters to dozens of known executive recruiting firms nationwide, posting the RFP on the City's Purchasing Website (which automatically notifies recruiters who have registered with the City), and posting the RFP with the Association of Executive Search Consultants. Eight firms responded by the deadline of March 23, 2007. After consideration of all the proposals, I selected the top three firms to come to Long Beach for interviews.

On April 10, the Council met in closed session in accordance with Government Code Section 54957 to interview the top firms and deliberate regarding which firm should be selected. The Council voted to recommend that Alliance Resource Consulting LLC be retained. If the City wishes to proceed with this engagement, the Council must now conduct a second vote in open session. Alliance has been informed of the tentative decision of the Council, and it is ready to begin work on the recruitment once a contract has been signed with the City.

TIMING CONSIDERATIONS

Given the expected departure of our current City Manager this July, the recruitment process for a successor should begin soon if the Council wishes to both find a timely replacement and conduct the most thorough search possible. Alliance has indicated that it expects to take thirteen weeks to recruit candidates and initiate the final interview process with the City. Additional time will be necessary for the Council to deliberate and negotiate the compensation package with the selected candidate. Thus, if the Council selects the executive recruiter at its April 17 meeting the new City Manager can be selected in or around August of this year.

FISCAL IMPACT

Under the proposed contract, Alliance would charge the City a fixed fee of \$20,000 for the recruitment. In addition, Alliance will bill the City for expenses it incurs such as for travel, advertising, and background checks of candidates. These expenses will not exceed \$10,000 for the nationwide search without written authorization from the City.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Bob Foster". The signature is written in a cursive, flowing style.

MAYOR BOB FOSTER