

TO: TOWN COUNCIL
FROM: TOWN MANAGER 
RE: TOWN MANAGER RECRUITMENT PROCESS

ISSUE

Determine how Council wishes to recruit a new Town Manager.

RECOMMENDATION

Discuss and give direction.

CEQA

There are no CEQA issues associated with hiring personnel.

MONEY

There are no money requests with this item.

DISCUSSION

With the retirement of the Town Manager in September 2011 Council will have the intervening time to recruit and hire a person so as to have a smooth transition. Following are two standard recruiting methods, in priority order:

1. Hire a consultant to determine what the Council and community desire in the next manager, develop a job announcement including wage / benefit information, advertise, screen applications, hold initial interviews, recommend candidates for Council interview, coordinate Council interviews, do background checks, and assist with an employment offer and hiring. Estimated cost \$30,000 +/-.
2. Do the foregoing things in house except, for instance, background checks that would be hired out. Estimated cost \$10,000 +/-.

Following is information to use if Council wishes to solicit consultant services. Typically Council would review proposals and select 3 or 4 consultants to interview.

DRAFT LETTER REQUESTING CONSULTANT SERVICES

_____ date _____ 2011

_____ firm name _____
_____ address _____
_____ city, state zip _____

RE: REQUEST FOR PROPOSAL TO DO TOWN MANAGER
RECRUITMENT

The Town of Loomis, County of Placer, seeks consultant services to do Town Manager recruitment. The current Manager will be retiring in September 2011 after serving the Town for over 11 years.

The Town Council seeks a firm that can do recruitment services such as meeting with the Council and community to determine a candidate profile, designing a job description, recommending a wage and benefit package, advertising and doing initial candidate screening, assist Council with interviews, do background checks and assist the Council in negotiating an employment agreement with the successful candidate.

Please send qualifications and a proposal indicating a cost range and timing to:

Perry Beck, Town Manager
Town of Loomis
P. O. Box 1330
Loomis, CA 95650

Or email: pbeck@loomis.ca.gov

Proposals must be received by _____ PM _____,
_____, 2011. Direct questions to: Perry Beck at 916-652-1840.

Sincerely,

Rhonda Morillas, Mayor

CONSULTANT LIST

Bob Murray & Associates
1677 Eureka Rd, Suite 202
Roseville, CA 95661
916-784-9080

Peckham & McKenney
6700 Freeport Blvd, Suite 203
Sacramento, CA 95822
866-912-1919

Avery Associates
3 ½ N. Santa Cruz Ave, Suite A
Los Gatos, CA 95030
408-399-4424

Ralph Anderson & Assoc
5800 Stanford Ranch Rd, Suite 410
Rocklin, CA 95765
916-630-4900

The Davis Company
565 University Ave, Suite 116
Sacramento, CA 95825
916-567-9510

Teri Black & Company
4232 Pascal Place
Palos Verdes Peninsula, CA 90274
310-377-2612

Roberts Consulting Group Inc
P. O. 16692
Beverly Hills, CA 90209
310-606-0628

Koff & Associates, Inc.
6400 Hollis St, Suite 5
Emeryville, CA 94608
510-658-5633

Alliance Resource Consulting LLC
400 Oceangate, Suite 510
Long Beach, CA 90802
562-901-0769

The Mercer Group, Inc
P. O. Box 546
Weimer, CA 95736-0546
530-637-4559

L. B. Hayhurst & Associates
1014 Hopper Ave, #506
Santa Rosa, CA 95403
415-884-0544

Bob Christofferson
4781 Baywood Dr.
Mendocino, CA 95460
707-937-3161

NOTE: Council contracted with Bob Christofferson to do the Manager recruitment in 2000