



CITY OF ANGELS PO Box 667, 200 Monte Verda St. Suite B, Angels Camp, CA 95222 P: (209) 736-2181

DATE: November 18, 2025

TO: City Council

FROM: Steve Williams, Interim City Administrator

RE: RESOLUTION 25-93 – IDENTIFYING RECRUITMENT STRATEGIES FOR THE POSITION OF CITY ADMINSTRATOR

RECOMMENDATION:

Discuss and identify the most effective strategy for the recruitment and selection of a permanent City Administrator.

BACKGROUND:

The City of Angels City Administrator serves as the Chief Executive Officer of the City. The City Administrator is accountable to the City Council, and responsible for enforcement of all City codes, ordinances, and regulations, the conduct of all financial activities, and the efficient and economical performance of the City's operations.

On September 12, 2025, City Administrator Pamela Caronongan voluntarily resigned. On September 17, 2025, the City Council appointed Steve Williams, a PERS Retired Annuitant, to serve as Interim City Administrator during the recruitment for a permanent City Administrator.

DISCUSSION:

The City of Angels has been actively recruiting for the position of City Administrator since September 17, 2025.

As a PERS Retired Annuitant, Steve Williams is limited to working no more than 960 hours in a fiscal year. At the current rate, his hours will be exhausted by the end of March 2026. It is important to have a permanent City Administrator identified and available to start the job no later than April 1, 2026.

Executive Recruiting firms are companies that specialize in finding and attracting high-level professionals on behalf of organizations. Their main goal is to identify and recruit qualified candidates for executive or leadership roles that are often difficult to fill through traditional hiring methods. These positions might include titles such as City Manager, Police Chief, CEO, CFO, or other department heads.

Staff reached out to six (6) different executive recruiting firms to determine interest, cost, and timeline for the recruitment of the next Angels Camp City Administrator.



Four (4) of the six (6) firms were responsive to the request. Those four include (in alphabetical order):

- Bob Murray and Associates
- Koff and Associates
- Peckham and McKenney
- WBCP

The proposals for all four (4) responsive executive recruitment firms are included as Attachments “A, B, C, D, and E”.

All four (4) responsive firms advised that April 1, 2026, is a realistic and achievable goal for the start date of the next City Administrator.

The fees for the responsive firms range from \$25,000 to \$36,800.

One firm, WBCP, offered five (5) levels of service ranging from \$10,400 to \$36,800.

Each of the four (4) firms suggested that they start their services in January 2026, to align with the City’s intent to hire the next City Administrator by April 1, 2026.

An alternative to the engagement of an executive search firm is to task the Interim City Administrator with the continuation of the recruitment. While there would be no additional fee for the Interim City Administrator to continue the recruitment, the potential reach of an executive search firm would far exceed the reach of the Interim City Administrator.

Additionally, the Interim City Administrator’s focus and attention on the efficient and effective operation of the City would be divided between the daily demands of the City and recruitment for the next City Administrator.

The Interim City Administrator could engage in additional efforts through increased advertising and marketing to enhance the recruitment effort, however, if the City Council determines that an executive search firm is of greater overall benefit, the City would need to engage that firm during the month of December 2025, to meet the April 1, 2026, start date of the new City Administrator.

Both the engagement of an executive search firm and tasking the Interim City Administrator with recruitment are viable options to consider.

Staff recommends that the City Council take the following actions:

1. Choose between engaging an executive search firm or tasking the Interim City Administrator with the recruitment.
2. If engaging an executive search firm, choose which firm to engage.



FISCAL IMPACT:

Variable depending upon the decision of the City Council, between no fiscal impact and \$36,800.

ATTACHMENTS:

Attachment “A” – Bob Murray and Associates Proposal

Attachment “B” – Koff and Associates Proposal

Attachment “C” – Peckham and McKenney Proposal

Attachment “D” – WBCP Proposal

Attachment “E” – WBCP Options

Attachment “F” – Resolution 25-93

