



CITY COUNCIL AGENDA REPORT

Meeting Date: June 1, 2023

From: Abby Partin, Human Resources Administrator

Subject: Approve Resolution Authorizing the Issuance of a Request for Proposals for the City Manager Recruitment

Community Goal/Result

Safe Community - Residents and visitors will experience a sense of safety

Community Building - Brisbane will honor the rich diversity of our city (residents, organizations, businesses) through community engagement and participation

Ecological Sustainability - Brisbane will be a leader in setting policies and practicing service delivery innovations that promote ecological sustainability

Fiscally Prudent - Brisbane's fiscal vitality will reflect sound decisions which also speak to the values of the community

Economic Development - Brisbane will work with the businesses and residents to provide for economic vitality/diversity

Purpose

To assist the City Council in recruiting, interviewing and selecting a qualified individual to serve as the next City Manager.

Recommendation

Authorize the issuance of the Request for Proposals (RFP) for professional executive recruiting firm services associated with the recruitment of the next City Manager.

Background

With the current City Manager expecting to retire at the end of 2023, City Council directed staff to solicit qualified and experienced executive recruitment firms to serve as the consultant to assist the Council in the hiring process for a new City Manager.

Discussion

To assist the City Council and staff in their efforts to recruit the next City Manager, staff has developed a Request for Proposals for the City Council's review and approval. Retaining a professional executive recruiting firm would be advantageous to the City Council as this will broaden the scope of the City Manager search and typically provide access to highly qualified

candidates. In addition, a professional executive recruitment firm would be able to focus on the City Council’s current and future needs and provide support throughout every aspect of the recruitment and hiring process. Should the Council decide to move forward with issuing a RFP, the estimated timeline for various activities related to the procurement and selection process for such firm are as follows:

June 1, 2023	City Council Approve the Proposed RFP Draft
June 2, 2023	Send approved RFP to Executive Recruitment Firms
June 21, 2023	Proposal submission period closes
June 27, 2023	Proposal review and evaluation with Sub-Committee to determine recommendations to all members of City Council
June 29, 2023	City Council approval of Executive Recruitment Firms to interview
July 6, 2023	Executive Recruitment Firm Interviews

Fiscal Impact

The estimated recruitment costs to retain the services of an executive recruiting firm could range from \$25,000-\$35,000, which will be incorporated in the ensuing budget year.

Measure of Success

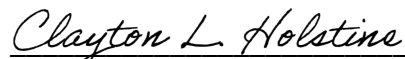
To retain the most qualified City Manager for the City of Brisbane.

Attachments

Resolution 2023-XX



Abby Partin, Human Resources Administrator



Clay Holstine, City Manager

RESOLUTION NO 2023-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE
AUTHORIZING THE ISSUANCE OF A REQUEST FOR PROPOSALS FOR
THE RECRUITMENT OF THE CITY MANAGER**

WHEREAS, the City Council of the City of Brisbane recognizes the need to fill the position of the City Manager; and

WHEREAS, the City Council of the City of Brisbane wish to contract with a professional executive recruitment firm to assist with the recruitment of the City Manager.

NOW, THEREFORE, the City Council of the City of Brisbane resolves as follows:

The Request for Proposals draft for the Recruitment of the City Manager in Exhibit "A" is approved for issuance to professional executive recruitment firms.

Madison Davis, Mayor

I hereby certify that the foregoing Resolution No. 2023-XX was duly and regularly adopted at a regular meeting of the Brisbane City Council on June 1, 2023, by the following vote:

Ayes:

Noes:

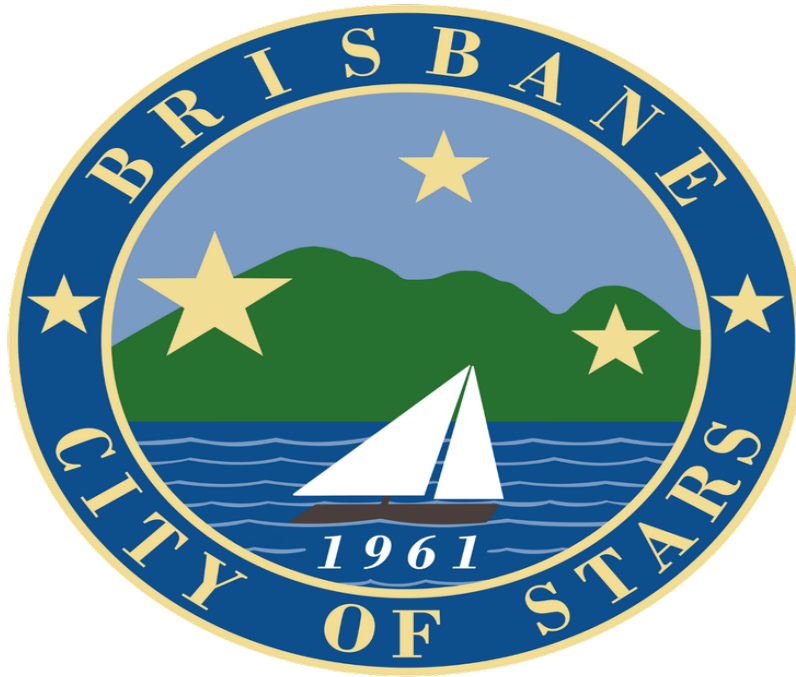
Absent:

Abstain:

Ingrid Padilla, City Clerk

CITY OF BRISBANE

Request for Proposals for City Manager Recruitment Services



City of Brisbane
50 Park Place
Brisbane, California 94005

Attn: Abby Partin, Human Resources Administrator
apartin@brisbaneca.org

Release Date: June 2, 2023

Proposals Due: June 21, 2023

City Manager Recruitment Services

RELEASE DATE: June 2, 2023

CLOSING DATE/TIME: June 21, 2023

All Proposals must be received by the closing date and time.

CONTACT PERSON: Abby Partin, Human Resources Administrator
apartin@brisbaneca.org

Brisbane City Hall
50 Park Place
Brisbane, California 94005
(415) 508-2100

I. INTRODUCTION

The City of Brisbane is seeking proposals for services from a qualified executive search firm to assist the City Council in the selection of a new City Manager.

II. BACKGROUND

Nestled on the slopes of San Bruno Mountain, Brisbane (pop. 4,851) is a small city located immediately south of San Francisco on the Peninsula. It enjoys a sunny climate, fine views of the Bay, and a diverse, small-town atmosphere with easy access to all the amenities of the surrounding metropolitan areas.

Brisbane residents place a high value on the unique charm and natural beauty of the city's mountain setting and on its close-knit community spirit. Almost entirely enveloped by San Bruno Mountain State and County Park, Brisbane is bordered on the east by the San Francisco Bay, and encompasses approximately 20.1 square miles (3 square miles of land and 17 square mile or 85% water). Due to the resulting lack of a standard lot size, Brisbane enjoys an individualistic housing style.

Brisbane is also home to industrial areas and modern office parks that, prior to the Covid pandemic, increased its daytime service population to approximately 12,000. The City is facing the challenge of dealing with future growth in a positive way that will enhance and preserve its small-town character while ensuring continued economic viability.

In 2018, Brisbane voters approved a General Plan Amendment that will allow a doubling of the size of the city through a large development on the Brisbane Baylands. This area is a historical railyard and garbage waste dump. This project will be complicated and necessitate extensive public engagement, which will require an exceptionally collaborative and astute leader, who has the ability to establish a relationship and trust with the City Council, staff, and residents.

As part of the San Francisco Bay Area, Brisbane also enjoys easy access to numerous world-renowned amenities. The Bay Area is known for its cuisine, cultural and performing arts, sports, and outdoor recreation opportunities. It is home to well-educated residents and offers some of the finest educational institutions in the country, including Stanford University, UC Berkeley, San Francisco State University, and the University of San Francisco, as well as numerous local community colleges. Well above 50 percent of area residents have graduated from college and beyond, and a full 16 percent hold graduate degrees, topping the ranking of major cities in the United States. With a total population of 7.1 million people and an annual economy of about \$535 billion, the San Francisco Bay Area, if it were an independent country, would rank as the world's 19th largest economy.

CITY GOVERNMENT

The City of Brisbane is a General-Law City operating under a Council-Manager form of government. The City Council consists of five members elected at large to staggered, four-year terms, and the mayor is appointed by the Council each year. The Council serves as the City's legislative branch and makes final decisions on all major city matters, adopts necessary ordinances and resolutions, approves the budget and acts as a board of appeals, and appoints the City Manager, the City Attorney, and the members of the City's commissions.

The City Manager serves as Chief Administrator for the City and is responsible for providing policy recommendations to the City Council as well as acting as the Council's representative in order to meet with citizens, employees, or businesses to present the City's position or to implement its policies.

Brisbane's Government is organized into the following departments: Administration, including the City Manager, City Attorney, City Clerk, Finance, Human Resources; Community Development (Building & Planning); Fire; Marina; Parks & Recreation; Police; and Public Works. City Manager is responsible for all city departments other than City Attorney.

III. SCOPE OF WORK

The successful consulting firm will be expected, at minimum, to perform the following:

- Meet with the City Council and/or stakeholder groups as necessary to facilitate the development of an appropriate candidate profile and list of priorities for the new City Manager.
- Validate desirable candidate characteristics through discussions with the City Council.
- Develop and execute an inclusive plan for the City Manager recruitment (print, web, social media, targeted calls, etc.)
- Identify specific strategies to encourage highly qualified applicants from diverse backgrounds to apply.
- Acknowledge receipt of candidates' application materials and maintain communication with all candidates throughout the recruitment process.
- Answer questions from candidates and collect application materials.
- Review the applications received, comparing them to the desired candidate profile.
- Advise the City Council on the qualifications of the candidates, develop a list of recommended candidates for interviews, provide a written report summarizing the overall candidate pool and the qualifications of those selected to be interviewed.
- Perform initial screening interviews with the most qualified candidates.
- Advise the City Council on interview strategies, appropriate questions, and evaluation tools.
- Attend the interview sessions for semi-finalist candidates.
- Assist the City Council in selection of finalists.
- Conduct complete background and reference checks on finalist candidates, including public records searches and credit checks.
- Prepare and present a confidential reference report on each finalist candidate.
- Facilitate the final interview process and be available to assist the City Council as it makes a selection.
- Provide progress reports at least bi-weekly to the City Council. Periodic on-site meetings may be required to discuss ongoing progress.
- Assist the City with employment contract negotiations.
- Maintain all correspondence and record-keeping throughout the process.
- Compile search documentation and prepare a final written summary of all work performed and outreach taken related to developing, conducting, and completing the search.

IV. PROPOSAL REQUIREMENTS

Each proposal shall include the following information:

- A. A detailed timeline for the completion of all the services described in the Scope of Work.

- B. Background information on the firm, including details of the firm's experience with similar recruitments, including the number of City Manager searches and placements; a brief resume of the individual(s) assigned to this project; contact information for three (3) references; and sample work products including recruiting brochures, candidate questionnaires, candidate reference reports, etc. The proposal should include information about the firm's current engagements and an affirmation of the firm's ability to focus on this project.
- C. A proposed schedule for each phase of the process, including development of the recruitment profile, search, background evaluations, interviews, and selection. Note that the Brisbane City Council meets on the first and third Thursdays of the month. The Council will be taking a summer break but special meetings may be called, if needed.
- D. Information about the firm's approach in the event of a recruitment that does not produce a viable candidate or the premature dismissal or resignation of the selected candidate.
- E. A "not to exceed" fee for all the professional services and tasks described in the Scope of Work as well as a specific "not to exceed" amount for expenses related to the professional services.
- F. A list of any additional activities and/or techniques that might be helpful to incorporate into the recruitment and selection process and the specific cost for adding such services.
- G. The hourly rate at which the City would be billed for any services that the City might request outside the scope of the items in the RFP.

V. SELECTION PROCESS

The City Council will select the firms or individuals to be interviewed and may consider, at minimum, the following criteria:

- Prior successful recruitments, especially for the position of City Manager
- Responsiveness to this Request for Proposal
- Qualifications and experience of the individuals assigned to the project
- Experience with candidates from within and outside California
- Schedule and availability
- Cost of services
- Reference contact results

VI. PROPOSAL SUBMISSION INFORMATION

Seven hard copies of the proposal must be submitted no later than 5:00 p.m. on June 21, 2023.

Abby Partin, Human Resources Administrator

Brisbane City Hall
50 Park Place
Brisbane, California 94005

Or send a pdf file by email to: apartin@brisbaneca.org

The City reserves the right to reject any and all proposals submitted, to request clarification of services submitted, to request additional information, and to waive any irregularity in the proposal. Finalist candidates may be asked to present their qualifications to the City Council. Following proposal evaluations, interviews and reference calls, the award of a contract to the successful consultant will be at the sole discretion of the City Council.