



City of Grass Valley City Council Agenda Action Sheet

Title: Professional Services Agreement with WBCP, Inc. to Conduct an Executive Recruitment for the Position of City Manager

CEQA: Not a project

Recommendation: Approve a Professional Services Agreement with WBCP, Inc. for an Amount Not to Exceed \$36,800 to Conduct an Executive Recruitment for the Position of City Manager and Authorize the Mayor to Sign the Agreement

Prepared by: David J. Ruderman, City Attorney

Council Meeting Date: May 12, 2026

Date Prepared: May 7, 2026

Agenda: Consent

Background: The City of Grass Valley is undertaking a recruitment process to fill the position of City Manager. Engaging a professional recruitment firm will help the City Council ensure a thorough, transparent, and competitive process, and attract highly qualified candidates for this critical leadership position to the City of Grass Valley.

To ensure a comprehensive and competitive search process, the City issued a Request for Proposals (RFP) and received proposals from five (5) executive recruitment firms with experience in public sector executive placements.

Summary: At its April 28, 2026, Closed Session meeting, City Council evaluated the submitted proposals based on several criteria, including relevant experience, understanding of Grass Valley's vision and values, ability to meet the City's desired timeline, and overall cost.

Each of the proposals was well-qualified, with proposed scope of services including stakeholder engagement, candidate recruitment and screening, interview facilitation, and assistance with final selection and contract negotiations. Wendi Brown Creative Partners (WBCP) demonstrated extensive experience, particularly in recruitments for nearby jurisdictions, at a competitive cost among the five firms, with a total not-to-exceed amount of \$36,800.

Additionally, WBCP provided a recruitment timeline that demonstrated the ability to meet the City's desire for a new City Manager to be in place in approximately 12 weeks.

Staff recommends that the City Council approve a professional services agreement with WBCP in an amount not to exceed \$36,800 to conduct an executive recruitment for the position of City Manager and authorize the Mayor to execute.

Council Goals/Objectives: The execution of this action attempts to achieve Strategic Goal #5 - High-Performance Government and Quality Service.

Fiscal Impact: The total cost of the agreement shall not exceed \$36,800. Approximately one-third of the cost (\$12,267) will be paid during the current fiscal year from account 100-601-51110. The remaining two-thirds (\$24,533) will be included in the Fiscal Year 2026-27 budget.

Funds Available: N/A **Account #:** 100-601-51110, Contractual Services

Reviewed by:

Attachments:

Professional Services Agreement