



# REPORT TO COUNCIL

## City of Sacramento

915 I Street, Sacramento, CA 95814-2604  
Www. CityofSacramento.org

**CONSENT**  
February 14, 2006

Honorable Mayor and  
Members of the City Council

**Subject:** Agreement: Cooperative Personnel Services (CPS) Executive Search for City  
Manager

**Location/Council District:** Citywide

**Recommendation:**

Adopt the attached resolution authorizing the Interim City Manager to execute an agreement with CPS Executive Search for the executive recruitment of City Manager. This contract in addition to other agreements with CPS Executive Search exceeds a combined total of \$100,000.

**Contact:** Marti Flores, Support Services Manager, 808-8566

**Presenters:** Not Applicable - Consent

**Department:** Human Resources

**Division:** Employment & Classification

**Organization No:** 1521

**Summary:**

CPS Executive Search has been selected as the most qualified respondent to the City's Request for Proposals (RFP) for executive recruitment of City Manager. The process included direct outreach to executive search firms and a total of six proposals were received. The City Council reviewed the six proposals and interviews were conducted with five that were considered to be the most qualified proposers.

**Committee/Commission Action:** None



**Background Information:**

The City of Sacramento routinely uses an executive search firm to provide assistance with identifying highly-qualified candidates for executive level positions within the organization. The consultant is required to develop a candidate profile and recruitment strategy, identify and contact potential candidates, design a selection process and assist with the transition process.

CPS Executive Search has assisted the City of Sacramento with numerous executive recruitments. They provide high quality services and offer vast government experience. They have paid a key role in identifying the most qualified applicants for the City of Sacramento in numerous high level recruitments.

**Financial Considerations:**

Funding is currently available in the FY 2005-06 Human Resources budget to pay for this contract for the executive recruitment at a cost not to exceed \$29,250.

**Environmental Considerations:** None

**Policy Considerations:** None

**Emerging Small Business Development (ESBD):**

The selected proposer is not ESBD.

Respectfully Submitted by: Marti Flores  
Marti Flores  
Support Services Manager

Approved by: Geri Hamby  
Geri Hamby  
Director of Human Resources

Recommendation Approved

Gustavo F. Vina

Gustavo F. Vina, Assistant City Manager  
For: Ray Kerridge, Interim City Manager

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## RESOLUTION NO. 2006-

**Adopted by the Sacramento City Council**

**February 14, 2006**

### **AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH CPS EXECUTIVE SEARCH FOR RECRUITMENT OF A CITY MANAGER IN AN AMOUNT NOT TO EXCEED \$29,250**

#### **BACKGROUND**

- A. The City of Sacramento utilizes executive search firms to provide assistance with identifying highly qualified candidates. The consultant is required to develop a candidate profile and recruitment strategy, identify and contact potential candidates, design a selection process and assist with the transition process
- B. CPS Executive Search has assisted the City with various executive recruitments. They provided high quality services and offer vast government experience.
- C. CPS was found to be the most qualified proposer after interviews with the City Council.
- D. The Department of Human Resources has funds to pay for these services in their budget

#### **BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:**

- Section 1. The City Manager is authorized to execute an agreement With CPS Executive Search for the executive recruitment of City Manager in the amount of \$29,250.