



## MEMORANDUM

**TO:** City Council

**FROM:** Bill Robeson, Interim City Manager

**BY:** Aleah Bergam, Management Analyst

**SUBJECT:** Consideration of an Agreement with Mosaic Public Partners for Executive and Professional Recruitment Services and Request to Approve a Budget Adjustment Request

**DATE:** August 22, 2023

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### **SUMMARY OF ACTION:**

Approve an agreement with Mosaic Public Partners to provide executive recruitment services for the City of Arroyo Grande in substantially final form, and approve one related budget adjustment.

### **IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:**

The cost of the proposal is \$26,500. Council is being asked to approve a budget adjustment and reallocate \$26,500 from staff salary savings within the City Manager Department to cover the cost of the executive recruitment services. No funds are being requested from general fund balance at this time.

### **RECOMMENDATION:**

Approve an Agreement with Mosaic Public Partners for executive and professional recruitment services and approve one related budget adjustment.

### **BACKGROUND:**

The former City Manager resigned from her position and her last day as City Manager was July 31, 2023. City Council has appointed Bill Robeson, the City's Assistant City Manager/Public Works Director to fill the City Manager role on an interim basis until the recruitment for the permanent City Manager is completed and a new City Manager is selected or Mr. Robeson reaches the total number of hours allowed for an out-of-class appointment.

### **Budget Adjustments**

Council is being asked to approve a budget adjustment of \$26,500. This request is related to consultant services support during position vacancy related to a recruitment.

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#### **ANALYSIS OF ISSUES:**

On June 30, 2023, City staff posted a Request for Proposals (RFP) (Attachment 2) for executive and professional recruitment services. At the close of the RFP deadline on July 31, 2023, the City received proposals from the following seven (7) firms:

- Bob Hall & Associates
- CPS HR Consulting
- Mosaic Public Partners
- Perrett Laver LLC
- Ralph Andersen & Associates
- Sunshine Enterprise USA
- Tripepi Smith Talent Solutions

After reviewing a competitive pool of proposals, Mosaic Public Partners was selected by the City team, and is recommended to the City Council as the preferred consultant. A Professional Services Agreement for executive and recruitment services (Attachment 1) is attached for City Council's consideration and possible approval. Among other factors, staff noted Mosaic Public Partners' plan and commitment to Diversity, Equity, and Inclusion and their approach to working closely with the City Council throughout the recruitment process. The firm recently managed the City Manager recruitment for the City of Morro Bay and mentioned that this recruitment reinforced their network of City Manager candidates, particularly those interested in the Central Coast, but also highlighted key issues that cities are facing in the region.

#### Budget Adjustment

Staff identified the need for consideration of reallocation of one line item through budget adjustment approval. The City Manager salary account will have salary savings throughout the executive recruitment process. Staff recommend reallocating these funds to the City Manager consultant services line item to properly account for where the anticipated expenditures will be spent.

#### **ALTERNATIVES:**

The following alternatives are provided for the Council's consideration:

1. Approve the Agreement with Mosaic Public Partners for executive and professional recruitment services; or
2. Provide other direction to staff.

#### **ADVANTAGES:**

Utilizing a recruitment firm to manage the recruitment for a new City Manager allows the City to benefit from specialized services and skills to find the best candidates for the City Manager position.

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**DISADVANTAGES:**

No disadvantages have been identified.

**ENVIRONMENTAL REVIEW:**

Awarding an agreement with Mosaic Public Partners is not a project subject to the California Environmental Quality Act ("CEQA") because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, §§ 15060, subd. (b)(2)-(3), 15378.)

**PUBLIC NOTIFICATION AND COMMENTS:**

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

Attachments:

1. Proposed Professional Services Agreement
2. Request for Proposals for Executive and Professional Recruitment Services