TO: HONORABLE CITY COUNCIL

FROM: CITY MANAGER

DEPARTMENT: HUMAN RESOURCES

DATE: MAY 7, 2007

CMR: 237:07

SUBJECT: RECOMMENDATION OF THE COUNCIL/COUNCIL APPOINTED OFFICERS COMMITTEE REGARDING CONTRACT AMENDMENT WITH CPS EXECUTIVE SEARCH FOR COUNCIL APPOINTED OFFICER EVALUATIONS

RECOMMENDATION
The Council/Council Appointed Officers Committee (CAO Committee) recommends that the Council direct the City Manager to increase by $26,200 the amount of the existing agreement with CPS Executive Search for the Council Appointed Officer (CAO) evaluations for the upcoming year in order to be able to proceed expeditiously with this year’s evaluation process. In addition, the Committee recommends that funding for this year’s contract be appropriated from the Council contingency fund.

BACKGROUND
The base amount of last year’s contract with CPS Executive Search was $17,500. The Council CAO Committee is recommending an increase in the current contract amount due to the additional hours required to complete the evaluation process last year for the four Council Appointed Officers. Having reviewed the tasks and schedule with John Shannon, who represents CPS Executive Search, the CAO Committee determined the proposed dollar amounts to be reasonable and appropriate.

DISCUSSION
The work plan and project costs are contained in Attachment 1 and the work schedule is contained in Attachment 2. The work schedule provides Mr. Shannon’s estimate of the time required for each of the agreed-upon tasks in the evaluation process.

RESOURCE IMPACT
The proposed amendment to the contract provides for an amount not-to-exceed $26,200 for all services related to the completion of the performance evaluation process for all four CAOs; including reimbursement of direct expenses and any additional needed assistance as specified in the attached...
attached scope of services.

Attachment 1: Work plan and project costs
Attachment 2: Work schedule

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