



TOWN OF FAIRFAX

STAFF REPORT

July 6, 2022

TO: Mayor and Town Council

FROM: Heather Abrams, Town Manager

SUBJECT: Adopt Resolution Authorizing the Town Manager to Execute First Amendment to Agreement with Ralph Andersen & Associates for Recruitment Services for Planning & Building Services Director

RECOMMENDATION

Adopt a resolution authorizing the Town Manager to execute a first amendment to the Agreement with Ralph Andersen & Associates for recruitment services for Planning & Building Services Director.

DISCUSSION

On July 7, 2021 the Council approved an agreement with Ralph Andersen & Associates for recruitment services for the Town Manager and Public Works. The Town Manager role has been successfully filled and the Public Works Director recruitment is ongoing.

In 2021, staff was directed to reach out to executive recruitment firms with an initial inquiry and, based on the response, to identify three qualified executive recruitment firms to submit official proposals. The proposals included the search for both a Town Manager, and a Public Works Director a position which the Council had already directed staff to fill in Fiscal Year 2021-22. In 2021, the Council appointed an ad-hoc subcommittee consisting of then Vice Mayor Hellman and Councilmember Coler to review the recruiters' proposals, to meet with representatives from each of the three firms, and to make a recommendation to the Council on their selection of a firm. Ralph Andersen & Associates, CPS HR Consulting, and Bob Murray and Associates each submitted a comprehensive proposal and met separately with the ad-hoc subcommittee. The Ad-hoc Council Subcommittee recommended Ralph Andersen & Associates (RAA), based on their Marin experience.

The recruitment process for the Planning Director will also be led by Heather Renschler, the firm's President/CEO, and is estimated to take between four to six months. The original fixed fee was \$26,500 for the Town Manager and \$23,500 for the Public Works Director, for a total of \$50,000; adding the fixed fee of \$24,500 for the Planning & Building Services Director will make the total \$74,500.

FISCAL IMPACT

Since the recruitment for the Town Manager position has been completed, the Town's FY22-23 Operating Budget includes \$50,000 in Fund 01-231 Personnel for the remaining recruitments.

ATTACHMENT

Resolution with First Amendment to Agreement with Ralph Andersen, and Updated Rate Page attached

RESOLUTION 22-__

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX
AUTHORIZING THE TOWN MANAGER TO EXECUTE A FIRST AMENDMENT WITH
RALPH ANDERSON & ASSOCIATES
FOR RECRUITING SERVICES**

WHEREAS, the Fairfax Town Council has determined that it may benefit from Ralph Anderson & Associates' staff recruiting services; and

WHEREAS, the position of Planning & Building Services Director is currently vacant; and

WHEREAS, the Fairfax Town Council authorized and approved a recruiting agreement with Ralph Anderson & Associates in July 2021 to recruit a new Town Manager and Director of Public Works; and

WHEREAS, Ralph Anderson & Associates successfully helped Town of Fairfax to recruit a new Town Manager; and

WHEREAS, Ralph Anderson & Associates is still engaged in helping the Town of Fairfax recruit a Public Works Director; and

NOW, THEREFORE, BE IT HEREBY RESOLVED,

1) the First Amendment to the Professional Services Agreement with Ralph Anderson & Associates is hereby approved; and

2) the Town Manager is authorized to execute said First Amendment with such technical amendments as may be deemed appropriate by the Town Manager and Town Attorney.

The foregoing Resolution was duly passed and adopted at a regular meeting of the Town Council of the Town of Fairfax, held in said Town on the 6th day of July 2022, by the following vote, to wit:

AYES:

NOES:

ABSENT:

Stephanie Hellman, Mayor

Attest: _____
Michele Gardner, Town Clerk

FIRST AMENDMENT TO THE AGREEMENT FOR PROFESSIONAL SERVICES WITH RALPH ANDERSON & ASSOCIATES

THIS FIRST AMENDMENT to the AGREEMENT for Professional Services is entered into as of July ____, 2022 by and between the Town of Fairfax, a municipal corporation (“TOWN”) and Ralph Andersen & Associates, (“CONSULTANT”).

WHEREAS, TOWN and CONSULTANT entered into an Agreement for Professional Services (“Agreement”) on _____, 2021; and

WHEREAS, TOWN and CONSULTANT now wish to amend the Agreement to increase both the scope and compensation to include the recruitment of a Planning and Building Services Director for an additional \$24,500 in compensation.

NOW THEREFORE, the parties agree as follows:

1. Section 1 of the Agreement (SERVICES) is amended to read as follows:

1. SERVICES. Subject to the terms and conditions set forth in this Agreement, CONSULTANT shall provide to the TOWN the services described in Exhibits A and A-1, which consists of the proposal submitted by CONSULTANT as well as the document entitled Project Cost – Planning & Building Services Director and labeled as Exhibit A-1. CONSULTANT shall provide said services at the time, place, and in the manner specified in Exhibit A and A-1.

2. Exhibit B of the Agreement is amended to read as follows:

EXHIBIT B

PAYMENT

1) The total contract price for services rendered by CONSULTANT under this Agreement shall not exceed \$74,500, which shall be paid as described in the PROPOSAL (Exhibit “A”). In the event of any inconsistency between the terms of this Exhibit B and the PROPOSAL, the terms of this Exhibit B shall control.

3. All other provisions of the Agreement shall remain in full force and effect.

IN WITNESS THEREOF, the parties have executed the First Amendment as of the date first written above.

TOWN OF FAIRFAX

RALPH ANDERSON & ASSOCIATES

Town Manager

Title

Project Cost

Planning & Building Services Director

The recruitment effort for a new Planning & Building Services Director will be a comprehensive search process with a focus in California. The review of resumes and qualifications will be conducted on all candidates that submit giving the Town the ability to select from a broad field of qualified candidates.

The fixed fee* for professional services and expenses for the Planning & Building Services Director will be **\$24,500**.

***Note** – Expenses included in the fixed fee include such items as advertising, consultant interaction (anticipated to be done 100% through videoconferencing with potential of on-site finalist interviews), clerical, graphic design, research, and long-distance telephone charges. On top candidates, Internet and Lexis/Nexis searches will be conducted. Additionally, education verifications, DMV check, wants and warrants, civil and criminal litigation search, and credit check will be conducted on the top two candidates. Reference checks will be conducted on the top candidate. Should the Town desire to conduct references calls on more than one candidate, a background fee of \$1,800 per candidate will be billed in addition to the above stated fees.

As previously stated, Ralph Andersen & Associates is leveraging cloud-based applications to operate in a total virtual environment. All meetings and interviews will be conducted by video (Zoom Technologies), all work products provided to the client will be electronically transmitted (properly organized and tabbed) using either DropBox or ShareFile.

Invoicing – Ralph Andersen & Associates will submit four invoices. The four key milestones include brochure completion, after closing date, after finalist interviews, and placement. Progress payments will be due upon receipt.

Brochure – A full color electronic brochure will be developed for the Planning & Building Services Director recruitment. All pictures will be the responsibility of the Town.

Exclusion (Candidate Travel) – The City will be responsible for the cost of all candidate expenses related to on-site interviews.

Ralph Andersen & Associates' Guarantee

Ralph Andersen & Associates offers the industry-standard guarantee on our full search services. If within a one-year period after appointment, the Planning & Building Services Director resigns or is dismissed, we will conduct another search free of all charges for professional services. The Town would be expected to pay for the reimbursement of all incurred expenses.

Should the initial outreach efforts not result in a successful placement, Ralph Andersen & Associates will continue the outreach efforts until the ideal candidate is found. The Town will be responsible for expenses based on actual receipts.