



CITY COUNCIL AGENDA REPORT

MEETING DATE: MAY 4, 2021

ITEM NUMBER: CC-8

SUBJECT: EXECUTIVE RECRUITMENT CONSULTANT SERVICES FOR CHIEF OF POLICE RECRUITMENT

DATE: APRIL 28, 2021

FROM: LORI ANN FARRELL HARRISON, CITY MANAGER

PRESENTATION BY: ALMA REYES, ASSISTANT TO THE CITY MANAGER

**FOR FURTHER INFORMATION CONTACT: ALMA REYES, ASSISTANT TO THE CITY MANAGER
(714) 754-5090**

RECOMMENDATION:

Staff recommends that the City Council:

1. Approve an amendment to the Professional Services Agreement with Ralph Andersen and Associates for the executive recruitment of the Costa Mesa Chief of Police position.
2. Authorize the City Manager and City Clerk to execute the proposed amendment to this professional services agreement and future amendments to the agreement, as needed.

BACKGROUND:

The City utilizes professional consulting services for many of its executive level recruitments, including Department Directors and Managers. In the past, such consultants have been instrumental in the talent search for the City's executive and management positions such as the City Manager, Assistant City Manager, Information Technology Manager, and Budget and Purchasing Manager.

Currently, the City has a three-year agreement with the executive recruitment firm of Ralph Andersen and Associates that expires in 2.5 years November 12, 2023 (Attachment 1). The current agreement provides services for the recruitment of two management positions in the Finance and Information Technology Departments. The existing contract totals \$47,000.

On April 7, 2021, Chief of Police Bryan Glass announced his retirement from the City of Costa Mesa effective September 2021, thus requiring the City to fill this critically important vacant position. The Chief of Police is a dynamic and high profile position that requires an experienced consulting firm with the breadth of experience necessary to attract top law enforcement candidates from across the region and nation.

ANALYSIS:

Ralph Andersen and Associates is an executive talent search firm with extensive experience in recruitment practices that attract superior and talented candidates nationwide. Ralph Andersen and Associates has led in the past or is currently leading the recruitments for numerous Chief of Police positions throughout California and the nation for the cities of Sacramento, California; San Francisco, California; Austin, Texas; Dallas, Texas; Columbus, Ohio; Santa Monica, California; Santa Barbara, California; and Henderson, Nevada; just to name a few. As such, the firm has strong and active database of available candidates.

The City is in receipt of a proposal from Ralph Anderson and Associates for the recruitment services for the Chief of Police position (Attachment 2). Based on the extensive experience in Chief of Police recruitments nationwide that Ralph Anderson and Associates has, staff is recommending to amend the existing contract in order to expeditiously begin the recruitment for this critical position. Additionally, the consultant understands the importance of diversity and makes it an integral part of their recruitment efforts. Furthermore, community engagement plays an important role in the recruitment process. The consultant utilizes methods to gather community input, including community meetings and surveys that will help identify the City Council's and community's values and vision for the new Chief of Police.

ALTERNATIVES CONSIDERED:

The City Council can reject the proposed contract amendment to hire Ralph Anderson for the Chief of Police recruitment. This alternative is not recommended as seeking another firm could result in costly delays.

FISCAL REVIEW:

The estimated cost for the executive search for the Chief of Police position is \$27,500. The City Manager's budget has sufficient salary savings to cover the cost for this recruitment, and no additional funding is requested.

LEGAL REVIEW:

The City Attorney reviewed and approved this report as to form.

CITY COUNCIL GOALS AND PRIORITIES:

One of the City Council Strategic Planning goals is to recruit and retain high quality staff. Retaining the services of a well-qualified recruiter will enhance the City's efforts to recruit the most talented and qualified individual for the Chief of Police position.

CONCLUSION

In an effort to start a nationwide law enforcement executive search for the Chief of Police position, staff is recommending that the City Council approve the amendment to the Professional Services Agreement with Ralph Andersen and Associates for executive recruitment services.

ALMA L. REYES

Assistant to the City Manager

CAROL MOLINA

Finance Director

LORI ANN FARRELL HARRISON

City Manager

KIMBERLY HALL BARLOW

City Attorney

ATTACHMENTS:

1. [Amendment to Professional Services Agreement with Ralph Andersen and Associates](#)
2. [Ralph Andersen and Associates – Chief of Police Executive Recruitment Proposal \(Dated April 14, 2021\)](#)