



Office of the City Manager

CONSENT CALENDAR
December 11, 2007

To: PK Honorable Mayor and Members of the City Council

From: PK Phil Kamlarz, City Manager

Submitted by: Claudette Ford, Director, Public Works Department

Subject: Contract No. 7442 Amendment: Lincoln & Associates for Executive Recruitments (Transportation Manager)

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to amend Contract No. 7442 with Lincoln & Associates, increasing the not to exceed amount to \$52,500, adding recruitment for the Transportation Manager to the scope of services, and extending the term of the contract by four months to June 30, 2008.

FISCAL IMPACTS OF RECOMMENDATION

The current contract, which was approved by the City Manager in early October 2007, is for an amount not to exceed \$24,500. The \$28,000 for this amendment is available in FY 2008 in the following funds: General - \$5,000 (010-4910-431-3038); Parking Meter - \$5,000 (840-4910-431-3038); and Off-Street Parking - \$10,000 (835-4910-431-3038) and \$8,000 (835-4942-410-3038). The rationale for using these different funds is that the Transportation Manager's position is charged against these funds, the programs for which he or she will manage. The CMS number is H8GW4.

BACKGROUND

Because of their heavy recruitment workload, Human Resources agreed to allow the Public Works Department to hire an executive search consultant to assist in the recruitment effort for the position of Deputy Director of Operations, Public Works. Human Resources selected Lincoln & Associates after sending requests for proposals for this project to six firms.

At the October 23, 2007 meeting, Council approved the classification specifications for the new position of Transportation Manager. The department has been operating now for five months without a manager for the Transportation Division. This division is challenged with a substantial number of programs and projects, many of which are very high profile and politically sensitive. In order to fill this vital position as soon as is practicable, Council is requested to approve adding this recruitment to the existing contract with Lincoln & Associates. In the interim, the department is searching for an acting Transportation Manager to manage the division until the career position is filled.

RATIONALE FOR RECOMMENDATION

Lincoln & Associates has done an outstanding job to date in the recruitment effort for the Deputy Public Works Director position. They are highly skilled and professional and very responsive to our requests. As mentioned above, Human Resources is heavily burdened with a large number of recruitment projects. The Transportation Manager recruitment effort will be expedited if contracted out to Lincoln & Associates. It would be less efficient and less resourceful for the department and Human Resources to send out another request for proposals for this project.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Claudette Ford, Director, Public Works Department, 981-6300.

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 7442 AMENDMENT: LINCOLN & ASSOCIATES FOR RECRUITMENT OF TRANSPORTATION MANAGER

WHEREAS, the City has an existing contract, No. 7442, with Lincoln & Associates for \$24,500 to assist in the recruitment of the position of Deputy Director of Operations, Public Works, with a termination date of February 28, 2007; and

WHEREAS, the Transportation Division of Public Works has been without a manager for five months to manage and provide focus to a large number of programs and high profile projects; and

WHEREAS, Lincoln & Associates, who have provided excellent work in the recruitment effort for the Deputy Director position, will provide Human Resources the assistance needed to fill timely the position of the newly created Transportation Manager position; and

WHEREAS, the current contract will be increased by \$28,000 for a total amount not to exceed \$52,500 (funds available in FY 2008 in budget codes 010-4910-431-3038 (\$5,000), 835-4910-431-3038 (\$10,000) and 840-4910-431-3038 (\$5,000) with CMS No. H8GW4; will add the recruitment of the Transportation Manager to its scope of services; and will be extended to June 30, 2008.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager execute an amendment to Contract No. 7442 with Lincoln & Associates, increasing the not to exceed amount to \$52,500, adding the recruitment for the Transportation Manager to the scope of services, and extending the term of the contract by four months to June 30, 2008.

