



## CITY OF BANNING STAFF REPORT

**TO:** CITY COUNCIL

**FROM:** Arturo Vela, Acting City Manager

**PREPARED BY:** Nicole Jews, Human Resources Manager

**MEETING DATE:** September 9, 2025

**SUBJECT:** Interviews and Selection of Executive Recruiter for City Manager with Finalist Firms Ralph Anderson & Associates and Peckham & McKenney

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### **RECOMMENDATION:**

Conduct interviews of (2) finalist Executive Recruiter firms for City Manager, select preferred firm and direct staff to negotiate a contract and bring it back for Council approval at the next available Council meeting.

### **BACKGROUND:**

The City has been operating under two Interim or Acting City Managers since early spring of this year. In order to provide stability and continuity for the overall management of the City, the City Council wishes to conduct a nationwide effort towards recruiting and selecting a permanent City Manager. What will improve the Council's chances for success is to utilize one of California's top Executive Recruiter firms who already have a nation-wide footprint and years of experience in assisting City Councils in their most important hiring decision.

To this end, staff solicited proposals from the 5 firms that have the majority of City Manager recruitments in the state. We received 3 proposals. We are now recommending that you interview the top 2 firms, select your most preferred one and then direct staff to return with a proposed agreement at the next Council meeting.

The typical City Manager recruitment and selection process that leads to having your new City Manager onsite can take 6 to 9 months, depending on many variables. For example, if your preferred candidate comes from outside the state, they may have to relocate their family after providing due notice from their current employer. Many times, City Managers have a contractually mandated notice requirement with their current employer.

Given this protracted time frame, we believe time is of the essence in beginning this process.

We recommend that you conduct interviews with the two finalist firms, Ralph Andersen & Associates and Peckham & McKenney. We suggest that you use the following format:

### **Interview and Selection Process**

Each firm introduces their qualifications and processes and the Council follows with their questions. 30 minutes per firm.

1. Peckham & McKenney 15 minutes
2. Council questions 15 minutes

1. Ralph Andersen & Assoc. 15 minutes
2. Council questions 15 minutes

After interviews, Council deliberates, picks preferred firm and directs staff to negotiate contract and return for Council approval.

### **JUSTIFICATION:**

Banning's City Manager is arguably the one (appointed) employee that can make the biggest impact on the organization and community. The pool of best candidates for the Banning City Manager job is truly a national one. This requires an experienced recruiter that educates themselves on Banning's needs for their next permanent City Manager and knows how to recruit viable candidates. Viable candidates may not be actively looking for a new job; thus, outreach to these people is vital.

The two firms to be interviewed are commonly understood to be in the top tier of City Manager recruiters in California.

### **FISCAL IMPACT:**

The fees proposed by the firms range from \$32,000 to \$32,050. Any substantial deviation from this range could occur if the recruitments were unsuccessful and/or the candidate leaves (under certain conditions within one year)—see Ralph Andersen Guarantee description (Page 15 of their proposal) and Peckham & McKenney Guarantee description (Page 8 of their proposal).

### **ALTERNATIVES:**

Do not choose from the two firms and require Human Resources to conduct this search.

### **BUDGETED?:**

Yes

### **CONTRACT/AGREEMENT:**

No

**ATTACHMENTS:**

1. [City of Banning - City Manager Recruitment Proposal by Peckham & McKenney 7-30-25.pdf](#)
2. [Proposal - Banning - City Manager - Ralph Andersen.pdf](#)