



CITY OF IONE
IONE, CA 95640

REGULAR MEETING STARTS AT 6:00 PM

Mayor Stacy Rhoades
Vice Mayor Jack Mitchell
Councilmember Dominic Atlan
Councilmember Alison LaFayne
Councilmember Diane Wratten

AT 1 E. MAIN STREET, IONE, CA 95640
AND VIA ZOOM

The City of Ione is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/2351961316?pwd=d3lWTW0zbVJlbpQNXBDQWtpZkRyUT09>

Meeting ID: 235 196 1316

Passcode: 95640

One tap mobile

Tuesday, November 21, 2023

*THE CITY OF IONE IS A GENERAL LAW CITY DEDICATED TO PROVIDING LEADERSHIP,
ACCOUNTABILITY, AND FISCAL INTEGRITY WHILE PROMOTING ECONOMIC
OPPORTUNITIES AND MAINTAINING A HIGH QUALITY OF LIFE FOR OUR CITIZENS.*

PLEASE LIMIT PUBLIC COMMENT/TESTIMONY TO FOUR MINUTES

Gov't. Code §54954.3

The Ione City Council welcomes, appreciates, and encourages participation in the City Council Meeting. The City Council reserves the right to reasonably limit the total time for public comment on any particular noticed agenda item as it may deem necessary.

Full staff reports and associated documents are available for public review at the Office of the City Clerk, City Hall, 1 E. Main Street, Ione, CA. Hard copies may be obtained for \$3.60 for pages 1-5 and \$.45 for each additional page. Documents that are not available when the agenda is posted will be made available for public review at the meeting.

A. ROLL CALL

B. CLOSED SESSION:

PUBLIC EMPLOYMENT, pursuant to Government Code Section 54957. Title: City Manager.

If all matters are not completed prior to the regular meeting start time, the City Council will convene to Closed Session after the Regular Meeting ends.



CITY OF IONE
IONE, CA 95640

6:00 P.M. REGULAR MEETING AGENDA

A. PLEDGE OF ALLEGIANCE

B. REPORT OUT OF CLOSED SESSION

C. APPROVAL OF AGENDA

D. PRESENTATIONS/ANNOUNCEMENTS: None

E. PUBLIC COMMENT: EACH SPEAKER IS LIMITED TO 4 MINUTES

NOTE: This is the time for members of the public who wish to be heard on matters that do not appear on the Agenda. Persons may address the City Council at this time on any subject within the jurisdiction of the Ione City Council.

Please be mindful of the 4 minute time limit per person. Pursuant to the Brown Act, the City Council may not take action or engage in a detailed discussion on an item that does not appear on the Agenda. However, matters that require Council action will be referred to staff for a report and/or recommendation for possible action at a future Council meeting. Is there anyone in the audience who wishes to address the Council at this time?

F. INFORMATION ITEMS:

All matters listed under this category are for information only with no action to be taken by the City Council.

1. October 2023 Fire Department Report
2. October 2023 Police Department Report
3. October 2023 Administrative Report
4. October 2023 Public Works Report
5. October 2023 Building Department Report
6. September and October 2023 WWTP Monthly Reports
7. Third Quarter 2023 Groundwater Monitoring Reports

G. CONSENT CALENDAR:

All matters listed under this category are considered to be routine and will be enacted by one motion. Any item may be removed for discussion and possible action and made a part of the regular agenda at the request of a Councilmember(s).

1. Minutes of November 7, 2023

Recommendation: Minutes are being continued to the December 5, 2023 meeting.



CITY OF IONE
IONE, CA 95640

2. Annual Ione Christmas Parade Resolution 2023-**

*Recommendation: Adopt Resolution 2023-** granting permission to conduct the 2023 Annual Ione Christmas Parade.*

H. PUBLIC HEARING:

1. None.

I. REGULAR AGENDA:

1. Executive Recruitment for Recruitment of City Manager

Recommendation: Staff recommends that the City Council review proposals submitted by executive recruitment firms to recruit for the position of City Manager, authorize the Mayor to execute a professional services contract for the recruitment of a City Manager, and/or take other action relative to the recruitment of a City Manager as the Council deems appropriate.

J. REPORTS AND COMMUNICATIONS FROM CITY ATTORNEY

K. REPORTS AND COMMUNICATIONS FROM CITY MANAGER

L. COUNCIL COMMENTS/COMMITTEE REPORTS/FUTURE AGENDA ITEMS

M. RESUME TO CLOSED SESSION IF NECESSARY

N. REPORT OUT OF CLOSED SESSION

O. ADJOURNMENT TO REGULAR MEETING ON DECEMBER 5, 2023



CITY OF IONE
IONE, CA 95640

Upcoming Meetings:

December 4th:	SPECIAL Parks and Recreation Commission Meeting (Due to the Thanksgiving Day Holiday)	6:00 P.M.
December 5th:	City Council Meeting	6:00 P.M.
December 12th:	Planning Commission Meeting	6:00 P.M.
December 14th:	Creek Committee Meeting	6:00 P.M.
December 19th	City Council Meeting	6:00 P.M.

NOTICE REGARDING CHALLENGES TO DECISIONS

Pursuant to all applicable laws and regulations, including without limitation, California Government Code Section 65009 and or California Public Resources Code Section 21177, if you wish to challenge in court any of the above decisions (regarding planning, zoning and/or environmental decisions), you may be limited to raising only those issues you or someone else raised at the public hearing(s) described in this notice/agenda, or in written correspondence delivered to the City at, or prior to, this public hearing.

ADA COMPLIANCE STATEMENT

In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact City Clerk Janice Traverso at (209) 274-2412, ext. 102. Notification 24 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

**CITY OF IONE
FIRE DEPARTMENT**

October 2023 report

The City of Ione Fire department was extremely busy during the month of October with many activities.

October was National Fire Prevention month and our Fire Marshal did an outstanding job at organizing an entire week of activities

Sunday- Fire station open house over 200 visitors

Monday – School prevention talk 650 kids

Tuesday – Public service community neighborhoods all areas of the city – Testing our Evacuation siren from station #1 - Entire city

Wednesday – Red Cross smoke detector installation – we installed 154 smoke alarms in the city

Thursday – Jr. High fire prevention talk – 450 kids

Friday – High school football game booth – over 400 contacts on cadets and fire safety

Preston Haunted Castle – we provided 2 Engines and 6 personnel each Friday and Saturday during the month.

Training: 200 hrs of department training during the month

40 hrs of youth fire cadet training

Multiple cross training's with Mule creek Fire and Jackson Valley Fire

The crews have been assisting the Department of Public works with special projects including installation of proper warning lights for the public works vehicles

**CITY OF IONE
FIRE DEPARTMENT
October 2023 Status Report**

TYPE OF CALL	NUMBER OF CALLS
Emergency Medical	50
Vehicle accidents	6
Jaws of Life used	2
Lift Assist	31
Landing Zone operations	3
Mutual Aid Fires	4
Wires Down	3
Natural Gas Leaks	1
Station Coverage assignment	20
CO alarm	1
Hazardous Material Investigation	1
Commercial Fire Alarm	1
Residential Smoke alarm	2
Lock out (building)	1
Agency Assist	1
Smoke investigation (Overheat washing machine belt – N. Arroyo Seco St)	1
Vehicle lock out	1
Large Animal Rescue (Horse in a marsh/pond)	1

Total fir loss in the City: \$50.00

Total numbers of Incidents: **130**



CITY OF IONE
IONE, CA 95640

Agenda Item #F2

DATE: NOVEMBER 21, 2023

TO: AMY GEDNEY, INTERIM CITY MANAGER

FROM: JOHN ALFRED, POLICE CHIEF

SUBJECT: OCTOBER 2023 POLICE DEPARTMENT REPORT

To provide information regarding the activities of the Police Department for the month of October 2023.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

BACKGROUND:

This monthly report is for October 2023. This report is designed to give you an understanding of the day-to-day operations of the Ione Police Department and staff for October of 2023.

ATTACHMENTS:

A. Summary 2023 October Report

IONE POLICE DEPARTMENT

October REPORT

Data is from October 1st to October 31st



**CITY OF IONE
POLICE DEPARTMENT
2023**

October Report to City Council

Data is from October 1st to October 31st

1. Calls for Service

2022 – October	99
2023 – October	121

2. Patrol Statistics

Type of Call	2022 – October	2023 – October
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Officer Initiated Incidents	471	332
Traffic Stops	160	86
Other OIA Incidents	311	246
Business Checks	198	155
Vehicle/Person Checks	23	18

Type of Report	2022 – October	2023 – October
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Total Reports	36	33
Accident Reports	3	0
Corner's Case	0	1
Felony	6	2
Information Report	12	14
Infraction	1	2
Misdemeanor	14	14
Unclassified	1	0

Arrests	2022 – October	2023 – October
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Total Arrests	8	6
Misdemeanor	5	5
Felony	3	1

Citations	2022 – October	2023 – October
Total	17	8
Felony	0	0
Misdemeanor	1	0
Infraction	16	8

3. Staffing Levels

- 1 Chief
 - 1 Sergeant
 - 2 Corporals
 - 3 Officers
 - 1 Reserve
 - 1 Part-time Administrative Analyst
- As of the date of this report, we are down one full-time sworn position. We have one reserve position open and are in the recruiting process to fill both positions. We have one new police officer who is currently in training. We hope he will be solo in the first quarter of 2024.
 - We currently run 12-hour shifts for patrol staff and corporals (Day Shift 6 AM – 6 PM, Graveyard 6 PM – 6 AM). Due to staffing levels, the Corporal overlap shift is not used. The Sergeant and Chief work a standard 8-hour shift Monday Through Friday.

4. Volunteer Unit

- This month, the volunteer unit was used for office duties and special events.
- The Police Department could only function with the support of our volunteer unit. The volunteers assist with records, property and evidence, special events, vacation home checks, and other collateral duties as assigned.

5. Notable Cases

- On October 30th, the Lone Police Department responded to a suspicious person call that turned out to be a triple stabbing and a homicide. This case has taken a toll on the entire Police Department and community. The suspect, Joseph Stevens-Jenkins, was arrested at the scene and is currently in custody for murder, attempted murder, and other charges. This is an ongoing investigation, and members of the Lone Police Department have been working large amounts of overtime. We want to thank all the allied agencies for their assistance.
- On October 19th, officers conducted a traffic enforcement stop for speeding. A records check was done, and the driver had a misdemeanor bench warrant. Nathan Thomas, out of Wilton, California, was taken into custody. During a search of the vehicle, a concealed handgun was recovered. Thomas was booked in the Amador County Jail for the warrant and carrying a concealed weapon in a vehicle.
- On October 7th, officers observed a vehicle stopped in the intersection of Waterman Rd. and Preston Ave. during the Preston Castle Haunt. The driver was contacted, and a DUI investigation was conducted. The driver, Rajesh Singh, was arrested and booked into the Amador County Jail for driving under the influence, possession of a controlled substance, and possession of drug paraphernalia.
- Throughout the month, officers handled two mental health cases and seven domestic incidents.



CITY OF IONE
IONE, CA 95640

Agenda Item #F3

DATE: NOVEMBER 21, 2023

TO: AMY GEDNEY, INTERIM CITY MANAGER

FROM: JODI STENECK, FINANCE MANAGER

SUBJECT: OCTOBER 2023 FINANCE/ADMINISTRATIVE REPORT

To provide information regarding the activities of the Administration Department for the month of October 2023

Agendas & Meetings:

- Prepared and/or attended:
 - Two City Council, one Planning Commission, one Parks and Recreation Commission, and one Wastewater Committee meeting.

Parks & Recreation

- Started Recreation programs for Spring & Summer of 2024.
- Howard Park Master Plan approved by Parks & Rec Committee.

Human Resources:

- Recreation Coordinator position was advertised.
- Account Clerk interviews, hiring and training.
- Caselle training in Salt Lake City – 2 employees attended.
- Health Insurance open enrollment.
- Ergonomic Evaluations conducted on-site.
- Attended Risk Management quarterly meeting.
- Revised Employee Handbook started.

Finance - Accounts Receivables:

- 2,208 utility bills processed and mailed.
- Howard Park leases invoiced.

Finance - Accounts Payables:

- Sixty-one (61) warrants were issued in the amount of \$385,120.19.

Finance - Rental Facilities:

- Two (2) Special Events
- Four (4) Facility Rentals
- One (1) Arena Event
- Walk-through and support provided for Arena Event.

Miscellaneous:

- Addressing arena issues.
- Preparing for Christmas celebration in downtown.



CITY OF IONE
IONE, CA 95640

Agenda Item #F4

DATE: NOVEMBER 15, 2023

TO: AMY GEDNEY, INTERIM CITY MANAGER

FROM: KEN MACKEY, INTERIM PW SUPERINTENDENT

RE: OCTOBER 2023 PUBLIC WORKS REPORT

The department is addressing several items so we can better serve the city and with effectiveness and time management.

The Department did hold job interviews for the two open slots but were not successful at hiring, we will be re-opening the application process and hope to have two additional staff hired by December 2023 which will be a tremendous assistance on the work load.

The Crews have been addressing the following items during the month.

- 1) Continued repairs of the Sprinkler systems -old and multi size and style pipes in need of total replacement at Howard Park, Perry Earl, Oak Ridge, Grover Park.
- 2) Tree Trimming of road hazards and Hazard trees.
- 3) Street sweeping.
- 4) Storm Drain and pipe cleaning – Preventive maintenance in seven different zones.
- 5) Continued cleaning of the City corp yard and organizing the piles.
- 6) Preparing the emergency response traffic signage.
- 7) Street Sign Replacement – and inventory of missing signs in the city.
- 8) Howard Park -dog park soil run off into the roadway.
- 9) Howard Park Track – safety hazard ruts caused by damage from the drains clogged by the soil run off at the dog park.
- 10) Installing new gate at the pool to allow proper chlorine use and storage to be delivered.
- 11) Assisted the Sewer department with a large spill on Edgebrook.

October 26, 2023 at 1923 hrs there was a sewer spill at the Lift station caused by the power outage earlier in the day, when the transfer switch arm broke and did not switch back from generator to PG&E and the pump had no power.

PW was called out and the street was flooding with the sewage from the manhole into the gutter system.

PW responded and blocked off area and slowed spill into the system, lone PD and FD assisted with traffic control.

James Water Services, JWS, and ABC responded out and used the Vac truck and removed all spill from the pipes. None made it to the creek and was contained to the area only.

Upchurch electric was called and responded out and fixed the broken arm on the switch and pump restarted and all went back to normal operations

JWS advised me on site he was making all notifications to local state agencies required even though it did not enter any other systems or the creek and hazard was mitigated.

- 12) Horse arena cleaning -office and announcers booth.
- 13) Vehicle Maintenance and up grades to bring them up to code for Traffic control and provide scene lighting for personnel.
- 14) Playground equipment at Howard Park has multiple issues and safety concerns we are fixing and or addressing , working with the manufactures and city personnel.
- 15) Basket ball /Tennis courts- attempting to locate and replace the broken equipment at the location, the parts are not available any longer, we are working on an alternative replacement plan to present.
- 16) Continued search for replacement Tractors for the arena and corp yard, in addition to a used fork lift.
- 17) Working with the staff and 4-H leaders regarding the Horse Barn.
- 18) Assisting city staff with preparing for the holiday decorations.

I can not speak highly enough of the dedication to of the two current public works employees who go above and beyond at their positions, especially during this time period while we are short staffed.



CITY OF IONE
IONE, CA 95640

Agenda Item #F5

DATE: NOVEMBER 21, 2023

TO: AMY GEDNEY, INTERIM CITY MANAGER

FROM: JOSHUA TIRAPELLI, BUILDING OFFICIAL
JORDAN DOERKSEN, ADMINISTRATIVE ASSISTANT

SUBJECT: OCTOBER 2023 BUILDING DEPARTMENT REPORT

To provide information regarding the activities of the Building Department for the month of October 2023.

Permits Issued:

• Solar:	8	\$2,753.10
• HVAC:	1	\$221.00
• Reroof:	2	\$667.05
• Pool:	0	\$ -
• Patio Cover:	0	\$ -
• New SFD:	4	\$78,961.46
• Garage/Carport:	0	\$ -
• Water Heater:	1	\$166.00
• Meter Panel:	1	\$276.72
• Misc. Electrical:	0	\$ -
• Misc. Building:	2	\$1,092.75
• Misc. Plumbing:	0	\$ -

TOTAL	19	\$84,138.08
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Inspections Completed:

• Code Enforcement:	0
• Drywall:	4
• Electrical:	0
• Electrical Panel:	1
• Final Building:	8



CITY OF IONE
IONE, CA 95640

- Final Inspections: 1
- Footings: 5
- Framing: 2
- HVAC Final: 1
- Insulation: 2
- Lath: 0
- Pool/Spa: 4
- Re-Roof: 1
- Roof Nail: 1
- Sewer Lateral: 0
- Solar P/V Final: 5
- Structural Slab: 4
- Water Heater: 1

TOTAL	40
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**ITEM F6 – SEPTEMBER AND OCTOBER 2023 WWTP
MONTHLY REPORTS**

AND

**ITEM F7 – THIRD QUARTER 2023 GROUNDWATER
MONITORING REPORTS**

**WILL BE PUBLISHED
SEPERATELY ON THE CITY'S WEBSITE
TOMORROW**



CITY OF IONE
IONE, CA 95640

Agenda Item #11

DATE: NOVEMBER 21, 2023

TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ANDY PINASCO, CITY ATTORNEY

SUBJECT: EXECUTIVE RECRUITMENT FOR RECRUITMENT OF CITY
MANAGER

RECOMMENDED ACTION:

Staff recommends that the City Council review proposals submitted by executive recruitment firms to recruit for the position of City Manager, authorize the Mayor to execute a professional services contract for the recruitment of a City Manager, and/or take other action relative to the recruitment of a City Manager as the Council deems appropriate.

FISCAL IMPACT:

Should the Council wish to retain one of the search firms below, the total fiscal impact would not exceed \$27,500. This expense has not been included in the budget and would require a budget adjustment.

BACKGROUND:

On October 5, 2023, the City Council directed City Attorney to obtain proposals from executive recruitment firms to perform the City Manager recruitment.

DISCUSSION:

The City Attorney reached out multiple executive recruitment firms seeking, among other matters, qualifications, pricing, and a timeline for completion of an executive search. Two search firms responded to the City Attorney. Their proposals are attached to this staff report. A summary of the key information from the proposals is set forth below.

Name of Firm	Pricing/Fees	Estimated Recruitment Timeline
Bob Hall & Associates	Comprehensive Search Not to Exceed \$26,000	12 weeks
	Modified Search Not to Exceed \$18,500	
Peckham & McKenney	All inclusive Fee \$27,500	12 weeks

The following options are available to the Council:

1. Authorize the Mayor to enter into a contract with one of the above referenced search firms (proposed resolution is attached);
2. Direct staff to pursue proposals from additional recruitment firms;
3. Direct staff to take other action toward the recruitment of the City Manager as the Council deems appropriate; or
4. Take no action at this time.

ATTACHMENTS:

1. [Proposed] Resolution
2. Executive Recruitment Proposals

RESOLUTION 2023-*

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IONE AUTHORIZING
THE MAYOR TO EXECUTE A PROFESSIONAL SERVICES CONTRACT FOR THE
RECRUITMENT OF THE CITY MANAGER**

WHEREAS, the City Council of the City of Ione recognizes the need to fill the position of City Manager, and

WHEREAS, the City Council of the City of Ione wish to contract with a professional recruiting firm to assist with the recruitment of the City Manager.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Ione hereby authorizes the Mayor to execute a professional services contract for the recruitment of the City Manager position with [NAME OF FIRM] in an amount not to exceed \$[AMOUNT].

The foregoing Resolution was duly passed and adopted by the City Council of the City of Ione at their regular meeting held on November 21, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Stacy Rhoades, Mayor

Attest:

Janice Traverso, City Clerk



October 30, 2023

Mayor Rhoades, Vice Mayor Mitchell, and Council Members Lafayette, Atlan and Wratten
City of Ione
c/o Andy Pinasco, City Attorney
1 E Main St, P.O. Box 398
Ione, CA 95640

Via PDF/Email to: apinasco@neumiller.com

Dear Mayor Rhoades and Members of the City Council,

Thank you for considering Peckham & McKenney for the City of Ione recruitment for City Manager. Peckham & McKenney would be honored to represent you and the City of Ione in this important search and specifically *finding* the right candidate for working with the City Council, serving residents, and achieving your goals.

As a mid-size, long-standing, and boutique firm, Peckham & McKenney is known for achieving successful and long-term placements. Among *many* of our strong attributes, these are four key reasons cities choose us:

- We actively and personally search for and find candidates. We don't just rely on ads and posts to attract applicants. We have an extensive network, use the telephone, email and LinkedIn, and sell the opportunity.
- We limit the number of concurrent searches to directly focus on serving our client.
- We prioritize communicating with our clients and applicants to keep everyone informed.
- Your recruiter is personally and directly responsible for all aspects of the search and your one point of contact.

As an executive recruiter for the firm, I'm proud of what we do because our team's values and priorities are to assist public agencies in furtherance of good government; place quality above quantity; and build long lasting relationships with those in the public service.

Our Peckham & McKenney team is comprised of retired City executives who are passionate about the public sector. For example, I am a 27-year veteran of local California government including serving 15 years as City Manager for the Town of Los Altos Hills. I am very familiar with the responsibilities of a small-town City Manager and the expectations of the position. Moreover, I know and understand what is necessary to find good candidates and I have a strong, excellent network for attracting candidates.

Attached is an example of a Candidate Profile that illustrates the information we collect, detail, and utilize to attract applicants. Also attached is our proposal for conducting the search that includes information about

our firm, process, timeline, resources, references, experience, and fee. Peckham & McKenney charges a fixed, all-inclusive fee of \$27,500 that I would be pleased to discuss.

I am prepared to launch an aggressive recruiting and outreach campaign starting after the holidays on January 2, 2024.

Peckham & McKenney is excited for the opportunity to implement the process leading to the successful placement of a candidate that “fits” the City’s interests. I would like to add that I reside within 32 miles of the City of Ione and will be very accessible as we conduct the search for Ione’s next City Manager. Please feel free to call me at 650.504.3515 if there are any questions.

Sincerely,

Carl Cahill

Carl Cahill, Executive Recruiter

Carl@PeckhamAndMcKenney.com

Enclosure:

City of Ione Search Proposal

Candidate Profile Example (City of Corning)

City of Ione

RECRUITMENT PROPOSAL

for

City Manager

October 30, 2023

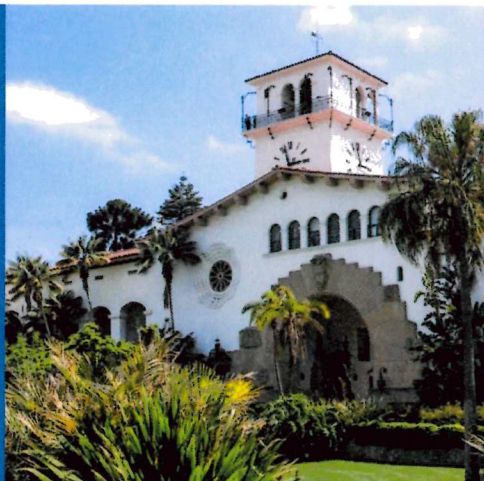


Peckham & McKenney
EXECUTIVE SEARCH

Serving local governments (cities, counties, districts) by conducting recruitments and placing management and executive leaders that fit the personnel needs and interests of agencies.

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<u>THE SEARCH PROCESS AND SCHEDULE</u>	<u>6</u>
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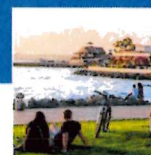
WHY CHOOSE US?

Peckham & McKenney focuses on *quality* searches and placements (over quantity) in recognition that each placement is "All about fit". Serving local government since 2004, we are one of the most trusted and respected executive recruitment firms in the country. We have successfully placed hundreds of local government professionals including City Managers, County Executive Officers, General Managers, Police and Fire Chiefs, Department Heads, Assistant Managers, and mid-level Managers. Time and again, we receive unsolicited compliments from clients and candidates

in reference to our integrity and high ethics, commitment, follow-through, communication, and service. We take pride in treating both our clients and candidates with utmost respect.



For more information, please visit our website at www.PeckhamAndMcKenney.com.



OUR COMMITMENT TO YOU

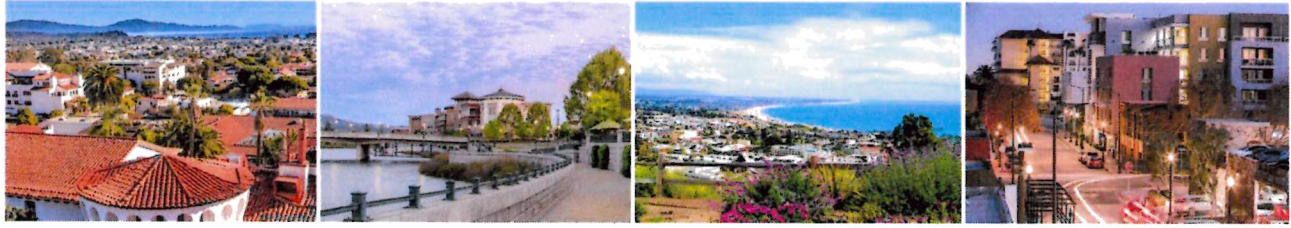
Peckham & McKenney, by maintaining the quality, style, values and culture established by Bobbi Peckham and Phil McKenney, performs on the premise that an executive search firm must be dedicated to providing its clients and candidates with professional and responsive service, and a personal, hands-on approach. Our business philosophy is founded on the understanding that we are in a "people" related industry and that attention to others' needs is the key to providing effective customer service.

- **We believe in honesty.** No client should ever appoint an individual without being fully knowledgeable of the candidate's complete background and history. Additionally, no candidate should ever enter into a new career opportunity without full disclosure of any organizational "issues."
- **We keep everyone involved in the recruitment process informed.** Not only do we provide regular updates to our clients, we also have a reputation for keeping our candidates up to date.
- **We do not recruit staff from our client agencies** for another recruitment during an active engagement, nor

do we "parallel process" a candidate, thereby pitting one client against another for the same candidate.

- **We do not recruit our placements — ever.** Should a placement of ours have an interest in a position for which we are recruiting, they may choose to apply. If they become a finalist, we ask that they speak to their supervisor to alert them of their intent.
- **We are retained only by cities, counties and special districts.** We are not retained by applicants or non-governmental agencies.
- **We do not over commit ourselves to too many searches.** Your recruiter maintains a small, limited number of concurrent searches at all times in order to focus specifically and diligently on recruiting qualified candidates for your vacancy.
- **We commit to diversity in its broadest possible definition in every aspect of each executive recruitment.** Peckham & McKenney has a well established reputation of placing women and people with diverse backgrounds.

EXPERIENCE



With our recruitment team that solely consists of retired City Managers, Police Chiefs, Assistant City Managers and Department Heads, and our expert support team, Peckham & McKenney brings more experience and knowledge of local government and executive search than any other California recruiter. Just a few of our most recent recruitments within the last year related to City Manager include:

- City Manager, City of Anderson, CA (current search)
- City of Corning, CA
- City of Pleasant Hill, CA
- City Manager, City of Manteca, CA
- City Manager, City of Seaside, CA
- City Manager, City of Watsonville, CA
- County Executive Officer, Napa County, CA
- County Administrator, Solano County, CA
- County Administrative Officer, Mono County, CA
- Assistant County Administrative Officer, Mariposa County, CA

Please don't hesitate to contact these agencies as well as our large list of current and former clients on our website ([here](#)); they will attest to our quality of service, on-going communication throughout the process, personal and direct outreach and sourcing of candidates, quality applicant pool, written materials and interview facilitation.

As an ambassador of our clients, Peckham & McKenney is also known for maintaining ongoing communications with our applicants throughout the search process, treating every applicant with respect, and appropriately informing candidates to support their best effort. The numerous compliments we have received from applicants fairly illustrate this reputation as follows:

Comfortable and Professional Experience

“I’d like to thank you again for your support and guidance throughout the recruitment and selection process. It was a comfortable and professional experience, and I attribute a great deal of that to you. It’s my hope that our professional paths may cross again in the future.” **Candidate**

It really has been, “All about fit!”

“From the construction of the colorful candidate profile, to being responsive to phone calls, texts and my questions, I have been thoroughly impressed with the professionalism and approach of Peckham & McKenney. Maria Hurtado and Joyce Johnson have been the team that have shepherded my application through the municipal hiring processes, and I can speak highly for both of them. Should I need a recruiter to help fill a critical position in my new city, I will be calling on Maria Hurtado and Peckham & McKenney. And, by the way, it really has been, “All about fit!” **Candidate**

Straightforward, Friendly, and Humane Recruitment Process

“I wanted to let you know what a terrific job I thought you and Peckham & McKenney did on the recruitment. It was absolutely the most straightforward, friendly, and humane recruitment process I’ve ever participated in. And I would feel the same way even if the outcome was not successful for me.” **Candidate**

You Made Me Feel So Comfortable

“This is my first time working with a recruiting company, and I’m so happy for having the opportunity to work with your company, wow! I truly enjoyed the process! Your interview skills are amazing! You made me feel so comfortable and I felt like I was just talking shop with a longtime friend. Thanks for the personal touch that you include in your job, I believe that this is what makes your firm so desirable and successful.” **Candidate**

Testimonials from clients and candidates are at <https://www.peckhamandmckenney.com/testimonials>.

As references, please feel free to contact any of the following current and recent clients to inquire about their experience with Peckham & McKenney. In addition, we would be pleased to furnish the client contact and phone numbers for any past clients listed in this proposal.

Mali LaGoe, City Manager / **Amanda Armstrong**, Human Resources Manager
City of Scotts Valley, CA
(831) 440-5606 mlagoe@scottsvalley.gov / 831-440-5613 aarmstrong@scottsvalley.gov

Ethan Bindernagel, City Manager / **Ericka Mitchell**, Human Resources Manager
Pleasant Hill, CA
(925) 671-5267 ebindernagel@pleasanthillca.org / (925) 671-5220 emitchell@pleasanthillca.org

Collin Bogener, City Attorney,
Cities of Anderson and Corning, CA
(530) 605-0355 / cbogener@mooreandbogener.com

YOUR RECRUITMENT TEAM

Our Approach

With every Peckham & McKenney recruitment, your Recruiter has the entire Peckham & McKenney team of Recruiters and administrative personnel for backup, support, collaboration, and sourcing. *However*, when you retain Peckham & McKenney, *your Recruiter* serves as your single point of contact throughout the entire search process and is fully responsible for its success. Moreover, in order to fully focus on your search and finding applicants that fit with the ideal candidate you are seeking, your Recruiter also maintains no more than 6 active searches.

The Executive Recruiter for you in this search is Carl Cahill.



Peckham & McKenney Team

Carl Cahill, Executive Recruiter, Peckham & McKenney Executive Search

Carl has over 27 years of local government service. Carl worked for the Town of Los Altos Hills, California from 1999 until late 2021. He served as the Town's Planning Director from 2000 until February 2006 and was then appointed City Manager. Carl has a Bachelor's degree in Urban Studies from Montclair State University in New Jersey and a Master's degree in Public Administration from Cal State University, East Bay. He is a member of the American Institute of Certified Planners and the International City/County Management Association.



Carl is supported by the following [team](#).

Joyce Johnson, Operations Manager

Joyce Johnson joined Peckham & McKenney in 2005 and serves as the firm's Operations Manager. She has over 30 years' experience in the field of administrative and executive support for all aspects of the executive recruitment process. She oversees internal administration of the firm as well as directing contract administrative support in the areas of advertising and design, web posting, and duplication and mailing services. Prior to joining Peckham & McKenney, Ms. Johnson oversaw internal administration in the Western Region headquarters of two national management consulting and executive recruitment firms. Ms. Johnson is complimented regularly on her strong customer orientation working with both clients and candidates alike. Ms. Johnson holds an Associate of Arts degree from American River College.

Taylor Bergstrom, Research Assistant

Taylor Bergstrom joined Peckham & McKenney in 2022 and currently serves as a Research Associate. Taylor is currently pursuing a PhD at UCLA where she worked previously as a lab manager overseeing various research projects. Prior to that, Taylor graduated from UC San Diego with a Bachelor of Science degree in Psychology.

Linda Pucilowski, Graphic Designer

With nearly 30 years of experience, Linda Pucilowski provides her expert design and marketing skills to Peckham & McKenney. She is the firm's "go-to" professional for all advertising and brochure design and creation. Ms. Pucilowski holds a Bachelor's degree from California State University, Sacramento.

Rachel Moran, Website & Social Media Assistant

Rachel Moran has been in the graphic design field since 2007 and prides herself on creating eye-catching visual art. She supports the Peckham & McKenney team by handling all website visual and technical design as well as social media. Ms. Moran graduated from the Art Institute of Houston obtaining her Bachelor's Degree in Fine Arts with a concentration in Graphic Design.



THE SEARCH PROCESS AND SCHEDULE

Peckham & McKenney is committed to finding the best fit for your position. Our process is 12 to 14 weeks and generally involves the following phases:



COST OF SERVICES

The proposed fee to conduct the search process for your next City Manager is \$27,500. As our intent is to be competitive, we can discuss this further. This is an all-inclusive fee as described below to achieve success and retain us to personally and directly reach out and find candidates.

Peckham & McKenney is unique among recruiting firms for several reasons including having a fixed all-inclusive fee. We have found that an all-inclusive fee for the search process is simpler, cost-effective, and efficient.

The all-inclusive fee above includes professional fees and expenses (out-of-pocket costs associated with advertising, Recruiter travel, administrative support / printing / copying / postage / materials, telephone / technology, internet research checks on recommended candidates, and full background check on selected finalist only). For services not specified herein, we will discuss your interests and an appropriate fee.

PROCESS OF PAYMENT

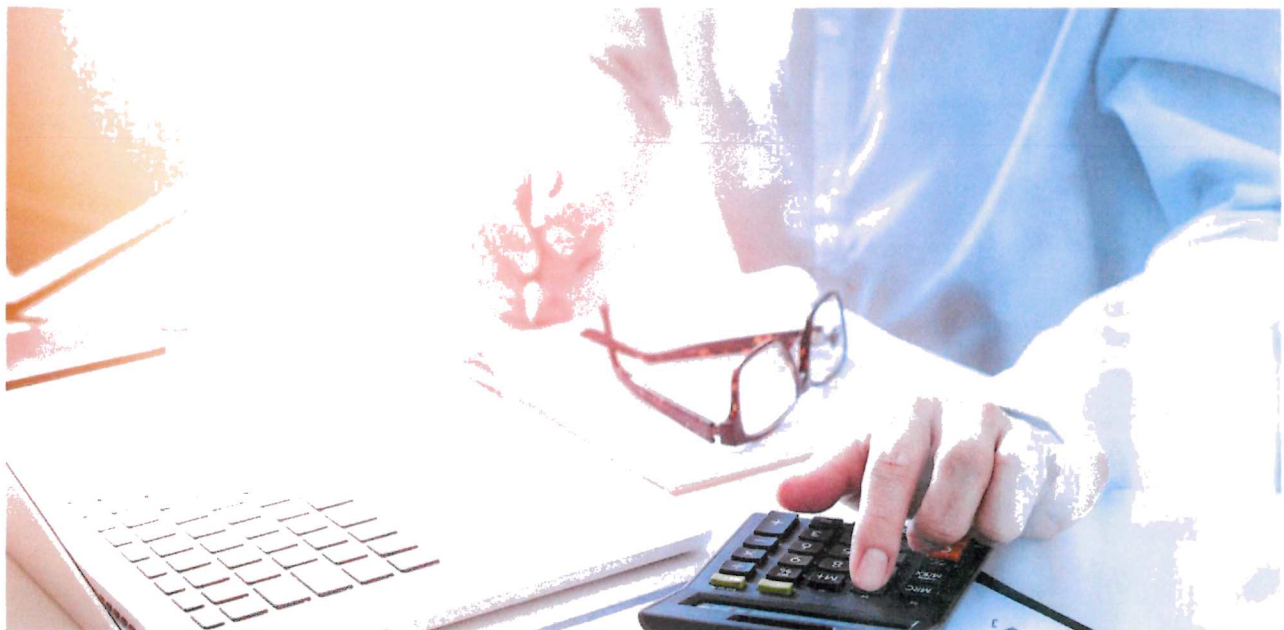
One-third of the all-inclusive fee is due as a retainer upon execution of the agreement. This retainer covers upfront and necessary expenses incurred by Peckham & McKenney on the City's behalf for the preparatory work and advertising. If the retainer is not received by Peckham & McKenney within 30 days of execution of the agreement, we will suspend the recruitment process until payment is received. The second one-third of the full payment will be invoiced 1 month from contract execution, and it is due within 30 days following the invoice date. The final one-third of the full payment will be invoiced 2 months from contract execution, and it is due within 30 days following the invoice date.

AGREEMENT

Peckham & McKenney is the operating name of City Management Advisors LLC, Anton Dahlerbruch, Managing Member.

INSURANCE

Peckham & McKenney carries Professional Liability Insurance (\$1,000,000 limit), Commercial General Liability Insurance (\$2,000,000 General Liability, and \$4,000,000 Products) and Automobile Liability Insurance (\$1,000,000). Our Insurance Broker is B&B Premier Insurance Solutions, Agoura Hills, CA.



GUARANTEE

We are pleased to share that the Peckham & McKenney success and placement record are particularly strong. We are confident that our recruitment process will result in a quality candidate that will stay in your employment.



OUR GUARANTEE:

- We will connect with you and our placement in 6 months and 1 year after the appointment to check-in.
- We will conduct a second search within 6 months of our search process if a candidate is not placed.
- If the placement vacates the position within 1 year from the date of accepting the offer (external candidates only and except in the event of budgetary cutbacks, promotion, position elimination, or illness/death, etc.), we agree to conduct a second search within 6 months of the vacancy.

The fee for a second search will be the cost of expenses (approximately \$8,000).

DIVERSITY STATEMENT



Peckham & McKenney is committed to diversity in its broadest possible definition in every aspect of each executive recruitment our firm provides. We take pride in the placement of women and applicants of diversity, and are known for long, successful tenures of candidates selected by the agency.

Peckham & McKenney does not discriminate on the basis of race, color, religion, creed, sex/gender, national origin/ancestry, disability, pregnancy, sexual orientation (including transgender status), marriage or family status, military status, or age. We are fully compliant with all applicable federal and state employment laws and regulations in all of our recruitments.

For over 30 years, founder Bobbi Peckham has been a champion of women seeking executive leadership positions within local government.

With our diverse team of Recruiters, Peckham & McKenney supports, promotes and advocates for diversity in the recruitment and hiring processes. In addition to our outreach methods, Peckham & McKenney routinely advertises with the National Forum of Black Public Administrators (NFBPA), Local Government Hispanic Network (LGHN) and CivicPRIDE as well as the National Diversity Network to ensure placement of your opportunity with the following online venues:

- African American Job Network
- Asian Job Network
- Disability Job Network
- Latino Job Network
- LGBT Job Network
- Retirement Job Network
- Veteran Job Network
- Women's Job Network



October 27, 2023

Dear Mayor Rhoades and City Council:

Bob Hall & Associates is pleased to submit this proposal to conduct a the recruitment for the position of City Manager for the City of Lone.

If selected, Bob Hall will be the point of contact and lead project director for this search. As former City Manager of Laguna Niguel, Stanton, and Fountain Valley, Bob Hall's substantial knowledge and experiences will help the City of Lone find a candidate that fits the ideal criteria for the position. No one has a better pulse on the challenges that California cities face than Bob as a former City Manager. Recent recruitments by Bob Hall include the Cities of Manteca, Tracy, Morro Bay, San Bernardino, Laguna Niguel, Costa Mesa, Seal Beach, San Clemente, American Canyon, and Escalon.

While not a large firm, Bob Hall & Associates' network encompasses a strong talent pool and will add the personal, individualized attention that each search requires. Attached is a summary of the search process and the services that the Bob Hall & Associates team is willing and able to offer the City of Lone.

For more information or clarification, do not hesitate to contact Bob Hall at (714) 309-9104 or by email at bob@bobhallandassociates.com. We appreciate the opportunity to be considered to aid in the search for the City Manager vacancy. Should you select our team, we are prepared to proceed immediately.

Sincerely,

Bob Hall



Executive Summary

We are excited to submit our proposal to the City of Lone for the opportunity to assist with the identification and recruitment for the City Manager position. The Bob Hall & Associates team is well connected throughout California with a keen knowledge of talent and is prepared to offer a strong pool of top candidates. At Bob Hall & Associates, we pride ourselves in adding a personal, individualized touch to each recruiting search. In the last 48 months, the Bob Hall & Associates team has conducted more than 85 recruitments across the state of California.

We provide an alternative to the large recruitment firms while providing excellent customer service focused specifically on our clients' needs to ensure we meet or exceed their expectations on every recruitment. Our individualized service helps target candidates who are equipped to the specific needs within the region. We do not stray from a challenge and thrive in filling the tough to find positions at all levels throughout the organization. Our work ethic and desire to help our clients succeed is second to none.

Bob Hall brings over 30 years of experience in municipal government and leadership. Hall has served as City Manager for Fountain Valley, Laguna Niguel, and Stanton. His prior City Manager experience gives him a unique perspective on the recruiting process. He knows first-hand the talent it takes to build a high-performance operation and wants to share that knowledge and experience with candidates and municipalities. His wide variety of experience throughout municipal organizations provides a strong understanding of the diverse needs throughout the City. Before assuming the leadership role in Orange County, he worked in many departments, including General Services Director for the City of Riverside.

Bob Hall holds a Master's degree in Public Administration from California State University, San Bernardino. Hall is a member of ICMA, former Board Member of Cal ICMA and has been an invited guest lecturer at Cal-State Northridge, Cal-State Fullerton and Long Beach State University.



The Team and Recent Placements

Our Recruitment Team

Bob Hall

Founder, Bob Hall & Associates

With Bob's 30 plus years of experience serving in most departments within a municipal organization, he brings a strong knowledge and understanding of city operations. This diverse knowledge has translated into Bob Hall & Associates keen ability to place highly qualified candidates in key positions. Bob's niche is finding that "perfect fit", especially in positions that traditionally are more challenging to fill. Bob Hall provides individualized customer service and responsiveness resulting in successful placements and ultimately, client satisfaction.

Joe Gorton

Executive Recruiter

Joe Gorton is the former City Manager of the City of San Ramon, California, for over six years. Joe managed an operating budget of approximately eighty million dollars and a thirty-million-dollar capital budget in the city of 85,000 residents. Joe has over 35 years of experience in local government.

Joe started his career in law enforcement at the Contra Costa County Sheriff's Office and later transferred to the San Ramon Police Department when the city council voted to form their own police department after years of contracting police service with the sheriff's office. Joe ultimately ascended the ranks to the Chief of Police for the San Ramon Police Department. Joe has over twenty-eight years of experience in law enforcement. One of the highlights of Joe's career was being selected as the second in command of the newly formed San Ramon Police Department and put in charge of its creation from the ground up. Joe was tasked with leading the transition team and was instrumental in the formation of the department. The transition team's primary task was hiring fifty-six sworn police officers and several civilian staff members. This endeavor entailed creating comprehensive background checks, training, and orientation of new employees.

Joe holds a Master of Science degree in Organizational Development from the University of San Francisco (USF) where he graduated in the top ten percent of his class. He also holds a Bachelor of Public Administration degree, receiving college honors, from USF and an Associates of Science degree in Administration of Justice from Butte College. Joe is graduate of the California Command College and ranked number one in his academy class.



Rachel Hall

Recruitment Manager

Rachel has a Bachelor of Arts in Communications from the University of Arizona and brings a background in marketing and writing to the team. Rachel has experience working within municipal government and provides support services for Bob Hall & Associates recruitments. She is proficient in Adobe Suite, Microsoft Office, Google Workspace, and NeoGov.

Recent Recruitments

City Manager - Stanton

City Manager - Laguna Niguel

City Manager - Manteca

City Manager - San Bernardino

City Manager - Fountain Valley

City Manager - Tracy

City Manager - Laguna Hills

City Manager - San Clemente

Assistant City Manager - Costa Mesa

City Attorney - Manteca

Fire Chief - Morro Bay

Chief of Police - Signal Hill

Assistant to City Manager - San Luis Obispo

Director of Finance - Placentia

Director of Finance - Moorpark

Director of Finance - Manteca

Director of Public Works - Signal Hill

Director of Human Resources - Marina

Director of Community Development - San Bernardino

Director of Community Services - Costa Mesa

Director of Parks & Recreation - American Canyon

IT Director - El Segundo

Recruiting Process

Below, you will find our proposed recruiting process, schedule, and cost breakdown for your consideration. During the recruitment process, we will require the following specific assistance from the City: a draft job description (we will work with the City to craft language), any other legal descriptions or City language and guidelines; City logo, high resolution photography, review of the brochure and other marketing materials and timely feedback; and logistics coordination with any City staff and our team.



Create Position Profile

The Bob Hall & Associates team will meet with the City to discuss the strategy for the search as well as communication preferences and project timeline. It is at this time that the team will collaborate with the City to determine characteristics of the ideal candidate. Communication and customer service is a priority, as the Bob Hall & Associates team will stay in touch with the City throughout the recruitment keeping them up to date. In the meeting, the search criteria will be determined to help aid the Bob Hall & Associates team in narrowing the search to appropriate candidates based on the specific goals and qualities of the organization.

Outreach and Recruiting

Outreach

Outreach begins with the creation of a job announcement and brochure that will be advertised for the public to see on platforms such as *Public CEO*, *ICMA*, *California City News*, *GovernmentJobs.com* and in *Western City Magazine*. We will also utilize social media engagement on LinkedIn, networking with top industry leaders throughout the nation, and personal outreach.

Candidate Identification

Following the creation of the job announcement and advertisement of the position, the Bob Hall & Associates team will actively seek out qualified candidates by tapping into the network of talented prospects both local to California and across the country. Unlike other firms, Bob Hall & Associates focuses on adding a personal touch to the identification process by tailoring the recruiting process to the needs and desires of the organization. Our active recruiting style has proved to increase the number of applications and resumes from potential candidates leading to a deeper evaluation of each individual.

Candidate Assessment

Screening

Every application will be carefully examined and those that most closely fit the criteria indicated by the organization will be subject to a more thorough evaluation. Such evaluation will focus on aspects such as professional experience, size and complexity of current organization as compared to the advertised position.

Initial Research and Interviews

Research will be conducted on top candidates in the form of Internet searches and other public profiles to ensure prospects' values, experiences, and history match the criteria established by the organization. Following research, preliminary interviews will be conducted via phone, video-conferencing, or face-to-face, depending on candidates' location.

Selection and Presentation of Top Candidates

Bob Hall & Associates will manage the selected finalist candidates. Top candidates will be presented to the City for consideration to determine which candidates will be interviewed. City will be provided with detailed description of work history and other important information about each candidate prior to selection and scheduling of interviews.

Negotiations

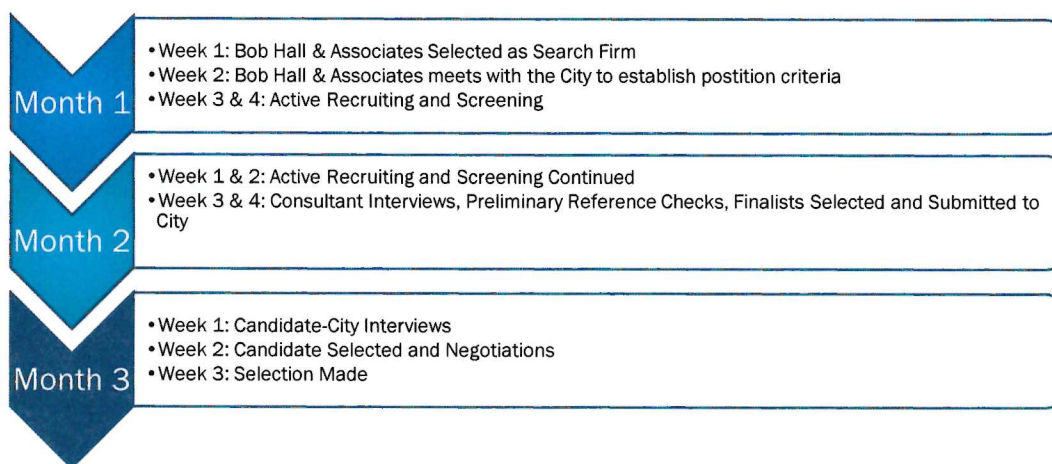
The Bob Hall & Associates team is willing and able to support the City in the negotiation process of the selected candidate's compensation package.

Close Out

After the organization has successfully chosen a candidate, the search will be closed out. This includes informing finalist candidates of the status of the search via telephone.

Project Timeline

A typical search will be conducted in a 90 to 120-day period from start to finish. Following the final selection, negotiations can take up to two weeks. The proposed schedule includes four to five weeks of active recruitment, which reflects our suggested minimum timeline. However, this can be adjusted if the City would prefer a longer or accelerated process. An exact schedule will be provided once a firm start date has been provided by the City. If an expedited process is preferred, we can reduce the process to about 60 days, however we will need to ensure review dates and interviews are scheduled early in the process.



Bob Hall & Associates' Guarantee

The Bob Hall & Associates team guarantees industry-standard services. If within one year following appointment, selected candidate resigns or is terminated for cause, our team will conduct another search free of professional services charges. However, the organization will be expected to pay for incurred costs.

Project Costs

Complete and Comprehensive Search: The complete and comprehensive search will include involvement from start to finish, including all steps stated above. The fee to conduct this search will be \$23,500 plus expenses not to exceed \$26,000. This fee will include advertising, printing, four in-person visits to the city and unlimited virtual meetings with City staff. Additional trips to the city will be billed at \$900 per trip. Top candidates will be subject to DMV, civil and criminal background, and credit checks.

Fees will be collected in three installments as follows:

1. Upon Execution of the Agreement – \$8,000
2. Following Presentation of Candidates – \$8,000
3. Upon Acceptance of Offer – \$7,500

Modified Search: The modified search will include involvement from start to presentation of candidates to the City as stated above. The fee to perform the search will be \$16,000 plus expenses, not to exceed \$18,500. These expenses include advertising and printing. It is anticipated that all meetings held with City staff will be virtual. This proposal is good for at least 180 days from October 27, 2023.

Fees will be collected in three installments as follows:

1. Upon Execution of the Agreement: \$8,000
2. Following Presentation of Candidates: \$8,000

References

Damien Arrula, City Manager of Placentia

darrula@placentia.org

(714) 993-8117

Jarad Hildenbrand, City Manager of Laguna Hills

jhildenbrand@lagunahillsca.gov

(949) 707-2610

Patrick Harper, Mayor of Fountain Valley

patrick.harper@fountainvalley.org

(714) 593-4403

Karin Schnaider, Assistant City Manager, Tracy

karin.schnaider@cityoftracy.org

(209) 831-6800

Fred Minagar, MS PE, Mayor of Laguna Niguel

fminagar@cityoflagunaniguel.org

(949) 338-8964

Rigoberto Ramirez, Mayor Pro Tem of Stanton

rramirez22@ci.stanton.ca.us

(714) 890-454

Janine Heft, Mayor Pro Tem of Laguna Hills

jheft@lagunahillsca.gov

(949) 735-0718