



**To:** Honorable City Council  
**From:** John Moreno, City Manager  
**By:** Grissel Chavez, Assistant City Manager  
**Date:** July 9, 2024

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**SUBJECT: AGREEMENT WITH TRIPEPI SMITH FOR CITY ATTORNEY  
RECRUITMENT SERVICES**

**BACKGROUND**

With the City Attorney's retirement on August 1, 2024, the City Council, at their meeting on June 25, 2024, directed the City Manager to begin the process of searching for a permanent replacement City Attorney as soon as possible. Staff recommends hiring an executive search firm to assist with conducting an executive recruitment process in the coming months. Following the conclusion of such competitive process, staff anticipates the City Attorney position may be filled by the end of the calendar year or sooner. Staff recommends City Council approve a Professional Services Agreement with Tripepi Smith for professional executive recruitment support in an amount not to exceed \$22,360.

**DISCUSSION**

In addition to their expertise in communications consulting services, Tripepi Smith also conducts executive recruitment services for municipal clients. This dual expertise positions them uniquely to understand and address the nuanced needs of city government operations. Upon staff's request, Tripepi Smith provided a cost proposal of \$22,360 to assist the City with conducting the competitive recruitment process to seek qualified legal firms to replace the City Attorney. Their scope of work would consist of the following duties and responsibilities.

**Phase 1: Stakeholder Interviews**

- Conduct Interviews with City Council and Key City Staff:
  1. City Council Interviews
  2. City Staff Interviews
  3. Summary of Findings

**Phase 2: Preparation of Request for Proposal (RFP)**

- Drafting the RFP:
  1. Standard Duties and Responsibilities
  2. Incorporating Stakeholder Input

3. Comparison Matrix
4. Review and Approval

### **Phase 3: Release of RFP and Proposal Management**

- RFP Distribution:
  1. Publishing the RFP
  2. Handling Inquiries
  3. Facilitating Communication

### **Phase 4: Proposal Compilation and Evaluation**

- Compilation of Proposals:
  1. Receipt of Proposals
  2. Initial Screening
- Analysis and Coordination:
  1. Detailed Analysis
  2. Coordination of Evaluation
  3. Proposal Rating Review
- Part 4A (if necessary) – Scheduling Initial Screening Interviews :
  1. Top-Rated Firms
  2. Interview Scheduling
  3. Interview Preparation

### **Phase 5: Final Candidate Interviews with City Council**

- Coordination of Interviews:
  1. Finalist Selection
  2. Scheduling
  3. Interview Logistics
- Facilitation and Support:
  1. Interview Facilitation
  2. Evaluation Assistance
- Selection and Appointment:
  1. Final Decision
  2. Contract Negotiation Support
  3. Onboarding Support

Tripepi Smith proposes the assignment of Mike Egan, Director, to lead and deliver the majority of this work including interfacing with the City Council, City staff, and proposing entities. Mr. Egan is a retired City Manager with over 20 years of local city management experience serving multiple cities in the Gateway region. Hiring Tripepi Smith for the recruitment services is a strategic decision that leverages their extensive experience with and specialized knowledge of the City of Paramount, having served as the City's communications consultant since 2016. Their proven ability to deliver high-quality candidates efficiently and effectively will be instrumental in securing the best possible

legal representation for the City. Combined with Mr. Egan's wide breadth of local government experience, Tripepi Smith's deep involvement in municipal consulting gives them an unparalleled insight into the operational and legal challenges faced by cities. This knowledge is crucial in evaluating the capabilities and fit of potential legal firms, ensuring that the selected candidate will be able to effectively support the City's objectives and legal requirements.

### **FISCAL IMPACT**

The cost of this service was not included in the FY 2024-25 Adopted Budget, therefore, approval of this agreement would require a budget adjustment to appropriate \$22,360 from the General Fund surplus in the Administrative Services Department.

### **VISION, MISSION, VALUES, AND STRATEGIC OUTCOMES**

The City's Vision, Mission, and Values set the standard for the organization, establish priorities, uniformity and guidelines; and provide the framework for policy decision making. The Strategic Outcomes were implemented to provide a pathway to achieving the City's Vision. This item aligns with Strategic Outcome No 6: Efficient, Effective, and Fiscally Responsible - Deliver an efficient and effective City government in a fiscally responsible, transparent and collaborative manner.

### **RECOMMENDED ACTION**

1.) Appropriate \$22,360 from General Fund surplus in FY 2024-25; and 2.) Authorize the City Manager to enter into a Professional Services Agreement with Tripepi Smith for professional executive recruitment support for City Attorney services, in an amount not to exceed \$22,360.