



CITY OF SALINAS COUNCIL STAFF REPORT

DATE: January 5, 2021

FROM: Kimbley Craig, Mayor

BY: Christopher A. Callihan, City Attorney
Marina Horta-Gallegos, Human Resources Director

TITLE: APPOINTMENT OF CITY MANAGER AND APPROVAL OF
EMPLOYMENT AGREEMENT

RECOMMENDED MOTION:

It is recommended that the City Council approve a Resolution appointing Steven S. Carrigan as City Manager and approve his Employment Agreement.

BACKGROUND:

In July 2020, Ray Corpuz announced his intention to retire in September 2020. The City Council immediately began to develop plans for a recruitment of the next City Manager. A request for proposals was issued in July to identify a recruitment firm to conduct the City Manager search. That process led to the selection of CPS HR Consulting to conduct the City's recruitment efforts.

As part of the recruitment process and through CPS HR Consulting, the City Council sought community input on those qualities that residents believe a City Manager must possess to best serve the interests of the city and community. A survey was issued in English and Spanish for community input. The feedback was incorporated into the recruitment materials and evaluation process.

The City received 78 applications for the position, which were then carefully reviewed and narrowed down to seven candidates selected for interviews. One of the candidates withdrew from consideration, and the City Council interviewed six candidates and further narrowed the pool to four candidates.

The City Council conducted a final interview of the remaining candidates on December 10, 2020. After a review and interview of the remaining candidates, the City Council selected Steven S. Carrigan as the final candidate.

Mr. Carrigan recently served as the City Manager at the City of Merced from January 2016 until July 2020 where he managed a combined budget of approximately \$265M and a staff of 584 with a focus on economic development, affordable housing, infrastructure and public safety. Prior to that, Mr. Carrigan served as City Manager at the City of Los Banos from April 2013 until January

2016. His education includes a Bachelor of Science in Business Administration from the University of Arizona.

If the Employment Agreement is approved, Mr. Carrigan will assume the office of the City Manager effective January 11, 2021, and his initial contract term will be three years. The Agreement is attached for reference.

CEQA CONSIDERATION:

Not a Project. The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378).

STRATEGIC PLAN INITIATIVE:

The proposed action meets the Operational Efficiencies Council goal.

DEPARTMENTAL COORDINATION:

The City Attorney and Human Resources coordinated on this effort.

FISCAL AND SUSTAINABILITY IMPACT:

The annual base salary of \$235,000 and benefits are within the FY 20/21 approved budget. No adjustments are necessary.

ATTACHMENTS:

Resolution
Employment Agreement

RESOLUTION NO. _____ (N.C.S.)

RESOLUTION APPROVING THE APPOINTMENT OF STEVEN S. CARRIGAN AS CITY
MANAGER AND APPROVING THE EMPLOYMENT AGREEMENT BETWEEN THE
CITY OF SALINAS AND STEVEN S. CARRIGAN

WHEREAS, on September 30, 2020, Ray Corpuz retired after more than eight years as the City Manager of the City of Salinas; and

WHEREAS, the City Council appointed Assistant City Manager Jim Pia as the Acting City Manager and started an extensive City Manager recruitment process, selecting CPS HR Consulting to lead the City's recruitment efforts; and

WHEREAS, the City received 78 applications for the position, which were carefully reviewed and narrowed down to seven candidates for interviews. One of the seven candidates withdrew from consideration, the City of Council interviewed six candidates and further narrowed the pool of candidates to four; and

WHEREAS, the City Council conducted a final interview with the remaining four candidates on December 10, 2020. The City Council selected Steven S. Carrigan as the final candidate; and

WHEREAS, the City Council finds that Steven S. Carrigan possesses the skill and experience and is qualified to serve as City Manager.

BE IT RESOLVED BY THE CITY COUNCIL OF SALINAS that the City Council hereby appoints Steven S. Carrigan as City Manager of the City of Salinas and authorizes him to perform all the functions associated with that position;

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF SALINAS that the City Council further approves the Employment Agreement between the City of Salinas and Steven S. Carrigan and authorizes the Mayor to execute the Agreement with any minor, non-substantive changes as approved by the City Attorney.

PASSED AND ADOPTED this 5th day of January 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kimbley Craig, Mayor

ATTEST:

Patricia Barajas, City Clerk