

**DATE:** February 16, 2010

**TO:** Mayor and City Council

**FROM:** Director of Finance

**SUBJECT:** Authorization for Professional Services Contract with IntelliBridge Partners for Interim Finance Director Services

**RECOMMENDATION**

That Council approves the attached resolution authorizing the City Manager to execute a professional services contract with IntelliBridge Partners for the services of Ms. Susan Stark as Interim Finance Director.

**DISCUSSION**

The Director of Finance will be taking an extended leave beginning in March 2010, with an expected return in August 2010. In preparation for this vacancy, staff has contacted several executive staffing and recruiting firms, as well as personal contacts in the area of municipal finance in order to obtain a pool of candidates that would be suitable to provide executive finance support for the organization. The City Manager and Director of Finance reviewed several resumes, interviewed the top candidates, and selected a highly qualified individual to serve as Finance Director.

Staff recommends entering into a professional services contract with IntelliBridge Partners to obtain the services of Ms. Susan Stark. Ms. Stark has spent her career in the field of municipal finance, most recently working as Controller and Director of Budget and Finance at the Santa Clara Valley Transportation Authority and San Mateo County Transit District. Before that she served as Finance Director at the cities of Rancho Cucamonga and Rosemead. Ms. Stark is highly recommended for her management and budgeting skills.

**FISCAL IMPACT**

The contract with IntelliBridge Partners will be funded by the salary savings in the Finance Department from vacant positions. No budget amendment is proposed at this time. The billing rate for these services is \$114.50 per hour, plus minimal travel expenses estimated at no more than \$125 per week.

*Recommended by:* Debra C. Auker, Director of Finance

Approved by:

A handwritten signature in black ink, consisting of several overlapping, sweeping strokes that form a cursive name.

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Gregory T. Jones, City Manager

Attachment: Draft Resolution

HAYWARD CITY COUNCIL

RESOLUTION NO. 10-

Introduced by Council Member \_\_\_\_\_

RESOLUTION AUTHORIZING THE CITY MANAGER TO  
NEGOTIATE AND EXECUTE A PROFESSIONAL SERVICES  
AGREEMENT WITH INTELLIBRIDGE PARTNERS FOR  
INTERIM FINANCE DIRECTOR SERVICES

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hayward hereby authorizes the City Manager to negotiate and execute a professional services agreement with IntelliBridge Partners to perform services as Interim Director of Finance, in a form approved by the City Attorney.

IN COUNCIL, HAYWARD, CALIFORNIA \_\_\_\_\_, 2010

ADOPTED BY THE FOLLOWING VOTE:

AYES: CITY COUNCIL:

MAYOR:

NOES: CITY COUNCIL:

ABSTAIN: CITY COUNCIL:

ABSENT: CITY COUNCIL:

ATTEST:  
City Clerk of the City of Hayward

APPROVED AS TO FORM:

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City Attorney of the City of Hayward