

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 8/15/05		Item Number: <u>C-2</u>	
AGENDA ITEM: Consideration of Approval of a Contract with William Avery and Associates to Secure Executive Recruitment Services for Assistant Chief Administrative Officer			
Contact Person/Dept.: Serena Wright		Phone Number: (310) 253-5640	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master Notification List on 8/10/05.			
Department Approval: Jerry Fulwood 8/8/05		CAO Approval: Jerry Fulwood 8/10/05	
City Controller Approval: Marlee Chang 8/10/05			
<u>RECOMMENDATION:</u> That the City Council approve the contract with William Avery and Associates securing executive recruitment services for Assistant Chief Administrative Officer. <u>BACKGROUND:</u> Avery and Associates has provided recruitment services for the City of Culver City for the past three years. They are consistently cooperative, professional and are always able to complete their work on schedule and within the agreed fee schedule. For these reasons, staff recommends securing Avery and Associates for this recruitment. <u>DISCUSSION:</u> The attached standard proposal outlines the scope of services and fees for William Avery and Associates to conduct the executive recruitment for the City for the position of Assistant Chief Administrative Officer. <u>FISCAL ANALYSIS:</u> The total cost for this recruitment is not to exceed \$17,250. Staff is recommending funding be transferred from the "Appropriated Reserve Account" (acct. # 0116100.910200) to Personnel budget account (10122100.619800).			

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ATTACHMENTS:

1. Proposal from William Avery and Associates

MOTION:

That the City Council:

1. Approve the contract with William Avery and Associates securing executive recruitment services for Assistant Chief Administrative Officer;
2. Direct the City Attorney to prepare the proper documents and authorize the Chief Administrative Officer to execute the Agreement on behalf of the City; and