

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 10/8/07		Item Number: <u>C-10</u>	
AGENDA ITEM: Approval of a Professional Services Agreement with William Avery and Associates for Executive Recruitment Services for Transportation Director			
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 (10/03/2007)			
Department Approval: Serena Wright (10/01/07)		City Attorney Approval: Carol Schwab (by H. Iker) (10/01/07)	
Fiscal Impact Approval: Marlee Chang (10/01/07)		City Manager Approval: Jerry B. Fulwood (10/03/07)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve a professional services agreement with William Avery and Associates (“Avery”) for executive recruitment services for Transportation Director. <u>BACKGROUND:</u> The City’s Transportation Director will be retiring effective April 2008. In light of this, the Human Resources Department is requesting to secure a contract with Avery in order to begin the recruitment process with the goal of having a replacement on board prior to the Transportation Director’s departure. Avery has provided recruitment services for the City of Culver City for the past four years. They have proven to be consistently cooperative, professional, and always able to complete their work on schedule and within the agreed fee schedule. For these reasons, staff recommends securing Avery for the recruitment of a Transportation Director. <u>DISCUSSION:</u> The attached standard proposal outlines the scope of services and fees for Avery to conduct the executive recruitment for the position of Transportation Director.			

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Avery has partnered with the City on a number of previous executive recruitments. Their past experience has provided them with tremendous insight on the City's operations and work environment. These perspectives are an excellent resource in presenting this opportunity to potential candidates.

FISCAL ANALYSIS:

The total cost for the Transportation Director recruitment is not to exceed \$22,400. Staff recommends funding this recruitment service by using available funds in the fiscal year 2007-08 Transportation Department's Other Contractual Services account 20368100.619800.

ATTACHMENTS:

1. Proposal from William Avery and Associates

MOTION:

That the City Council:

1. Authorize a budget appropriation in the amount of \$22,400 from the Transportation Department's Other Contractual Service account # 20368100.619800.; and,
2. Approve a professional services agreement with William Avery and Associates for executive recruitment services for Transportation Director; and,
3. Authorize the City Attorney to prepare the necessary documents and authorize the City Manager to execute such documents on behalf of the City.