

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 9/25/06		Item Number: <u>C-5</u>	
AGENDA ITEM: Approval of a Contract with William Avery and Associates to Secure Executive Recruitment Services for Community Development Director and Revise the Existing Contract for Risk Manager Executive Recruitment Services			
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 (09/20/2006).			
Department Approval: Serena Wright (09/18/2006)		City Manager Approval: Jerry B. Fulwood (09/19/2006)	
City Controller Approval: Marlee Chang (09/19/2006)			
<u>RECOMMENDATION:</u> Staff recommends the City Council approve the contract with William Avery and Associates securing executive recruitment services for Community Development Director and revise the existing contract for Risk Manager executive recruitment services. <u>BACKGROUND:</u> Avery and Associates 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 and Associates for the recruitment of a Community Development Director. <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 Community Development Director. In addition, on August 14, 2006 Council approved a contract to retain Avery and Associates for the Risk Manager recruitment. This staff report erroneously stated the cost at a not to exceed amount of \$15,400. The additional out of pocket expenses of \$7,500 was mistakenly omitted from the report. The original proposal is attached for your review.			

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FISCAL ANALYSIS:

The total cost for the Community Development Director recruitment is not to exceed \$22,900. The existing contract for the Risk Manager recruitment needs to be adjusted by \$7,500. Staff recommends to fund this recruitment service by the General Fund appropriated reserve.

ATTACHMENTS:

1. Proposal from William Avery and Associates

MOTION:

That the City Council:

1. Authorize a budget appropriation in the amount of \$30,400 from the General Fund Appropriated Reserve to Account Number 10116100.; and,
2. Approve the contract with William Avery and Associates securing executive recruitment services for Community Development Director; and,
3. Authorize the City Attorney to prepare the proper documents and authorize the City Manager to execute the Agreement on behalf of the City.