

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 10/13/08		Item Number: <u>C-7</u>	
AGENDA ITEM: Approval of a Contract with William Avery and Associates to Secure Executive Recruitment Services for City Manager			
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 E-Mail Notification List (10/08/08)			
Department Approval: Serena Wright (10/07/08)		City Attorney Approval:	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (10/08/08)		City Manager Approval:	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve the contract with William Avery and Associates ("Avery") to secure executive recruitment services for the position of City Manager. <u>BACKGROUND:</u> The City Manager recently announced that he will be retiring upon the end of his employment contract in June 2009. In preparation, the Human Resources Department requested and evaluated quotes from four (4) executive recruiters to ascertain fees and scope of services provided: William Avery & Associates, Bill Mathis & Associates, Cooperative Personnel Services (CPS) and Bob Murray & Associates. The price range and scope of service for each of the firms were comparable. After consideration of the quotes and informal discussions with each of the firms, it was determined that Avery could provide the level of service and expertise required for this position. They have proven to be consistently cooperative, professional, and always able to complete their work on schedule and within the agreed fees. <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 City Manager. The scope of			

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services provided by Avery include: meeting with City Council and other designated groups to develop a candidate profile; understanding City priorities; and discussing goals, objectives and potential challenges associated with the position.

Avery has partnered with the City in the past on a number of executive recruitments. Their past experience has provided them with tremendous insight in regards to City operations, organizational structure and work environment. These perspectives are a valuable resource in presenting this employment opportunity to potential candidates and serve as an evaluation tool to assess the best fit for Culver City.

Some of the recent recruitments that Avery has conducted for Culver City include: Transportation Director, Community Development Director, and Assistant City Manager (formerly Assistant Chief Administrative Officer). Avery also completed the last City Manager (formerly Chief Administrative Officer) recruitment.

In addition, Avery is well known and respected within the field of executive search firms. During the last 12 months, they have successfully completed City Manager recruitments for the cities of San Mateo, Sunnyvale, Morro Bay, Los Altos, Colorado Springs (Colorado), and Lake Oswego (Oregon).

FISCAL ANALYSIS:

The total cost for the City Manager recruitment is not to exceed \$25,500. This includes a professional services consulting fee of \$17,500 and out-of-pocket expenses in an amount not to exceed \$8,000. Staff recommends to fund this recruitment service through the General Fund appropriated reserves.

ATTACHMENTS:

1. Proposal from William Avery and Associates
2. Executive search firm survey

MOTION:

That the City Council:

1. Approve the contract with William Avery and Associates securing executive recruitment services for City Manager; and,

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2. Authorize the City Attorney to review/prepare the necessary documents and authorize the City Manager to execute such documents on behalf of the City.