



City of Culver City

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Staff Report

File #: 24-708, **Version:** 1

Item #: C-8.

CC - CONSENT ITEM: Approval of a Professional Services Agreement with WBCP, Inc. in the Amount of \$57,500 for Executive Recruiting Services for the City's Transportation Department.

Meeting Date: February 26, 2024

Contact Person/Dept.: Tiffany Johnson, Management Analyst
Phone Number: (310) 253-5640

Fiscal Impact: Yes ☒ No ☐ **General Fund:** Yes ☒ No ☐

Attachments: Yes ☐ No ☒

Public Notification: (E-Mail) Meetings and Agendas - City Council (02/20/2024)

Department Approval: Dana Anderson, Human Resources Director (02/14/2024)

RECOMMENDATION

Staff recommends the City Council approve a professional services agreement with WBCP, Inc. in the amount of \$57,500 for executive recruiting services for the City's Transportation Department.

BACKGROUND

WBCP, Inc. is an executive search and human resources consultant that partners with the country's largest network of diversity job boards with access to over 2 million resumes. The executive search services include the cost of the executive search, advertisements, recruiting materials, and candidate reference checks.

In 2022 and 2023, the City used WBCP, Inc. to assist with the recruitment of the Planning & Community Development Director, Mental Health Clinician, Mental Health Specialist and Case Manager for the Mobile Crisis Team. The City has been pleased with the work they have performed.

DISCUSSION

In August 2023, the City reached out to WBCP, Inc. to perform executive search services for two positions in the City's Transportation Department including: (1) Transportation & Mobility Manager and (2) Deputy Transportation Officer. Recruitment services are professional services and, as such,

are exempt from formal bidding per Culver City Municipal Code (CCMC) Section 3.07.065.A, provided, the contract is based upon competitive quotations, whenever practical, as determined by the City Manager. Due to the City's urgent need to fill these critical transportation positions and WBCP, Inc.'s familiarity with Culver City, the City's employment process, and the City's personnel needs, the City Manager determined obtaining multiple quotes was not feasible. For these reasons and to address the City's human resources needs, staff directed WBCP, Inc. to move forward with the executive search for the Transportation personnel and inadvertently did not obtain an agreement for this work.

WBCP, Inc. has performed the work to the City's satisfaction and staff has found their fees to be reasonable. Therefore, staff recommends that the City Council approve the agreement with WBCP, Inc. in the amount of \$57,500.

FISCAL ANALYSIS

The Adopted Budget for Fiscal Year 2023-2024 includes sufficient funding for this agreement in Account number 20370100.619800 (Transportation Administration - Other Contractual Services).

ATTACHMENTS

None.

MOTIONS

That the City Council:

1. Approve a professional services agreement in the amount of \$57,500 with WBCP, Inc. for executive recruiting services in the Transportation Department;
2. Authorize the City Attorney to review/prepare the necessary documents; and
3. Authorize the City Manager to execute such documents on behalf of the City.