



CITY OF COMMERCE AGENDA REPORT

TO: HONORABLE CITY COUNCIL

Item No. _____

FROM: CITY ADMINISTRATOR

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE, CALIFORNIA, APPROVING AN AGREEMENT BETWEEN THE CITY OF COMMERCE AND BOB MURRAY & ASSOCIATES

MEETING DATE: SEPTEMBER 6, 2016

RECOMMENDATION:

Staff is recommending the City Council adopt a resolution approving an agreement with Bob Murray & Associates to conduct a recruitment for a new Deputy Director of Engineering Services.

ANALYSIS:

The Deputy Director of Engineering Services recently resigned from his position with the City. This position is critical to the success of the multitude of capital projects that are in process or will be commenced soon. In an effort to reach as many qualified candidates as possible, staff is recommending the City Council approve an agreement with Bob Murray & Associates to conduct the recruitment. The City has used this firm many times in the past for executive recruitments and has been pleased with the professionalism, responsiveness and costs associated with the recruitments and wishes to retain this firm again for the recruitment of a new Deputy Director of Engineering Services.

Bob Murray & Associates has successfully placed hundreds of executive managers and will develop a candidate profile; develop an advertising campaign and recruitment brochure; recruit candidates; screen candidates; conduct personal interviews; conduct public records search; provide recommendations; assist with final interviews; conduct detailed reference checks; assist with negotiations; and provide complete administrative assistance.

FISCAL IMPACT:

The consulting fee for conducting the Deputy Director of Engineering Services recruitment is \$16,500 plus expenses not to exceed \$6,900 (can include consultant travel; advertising; recruitment brochure layout, typeset, and printing; clerical; express mail delivery; printing and binding; background and public records checks; education verification; and credit

checks). Premised on the fact that this is considered a one-time expenditure, staff is recommending to fund this item with projected FYE 2015-16 General Fund savings.

RELATIONSHIP TO STRATEGIC GOALS:

This item is not related to a specific 2012 Strategic goal.

Approved by: Michael A Casalou, Director of Human Resources

Budget Impact reviewed by: Vilko Domic

Approved as to form: Eduardo Olivo, City Attorney

Respectfully submitted: Jorge Rifá, City Administrator