



## 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 AMENDMENT TO THE AGREEMENT BETWEEN THE CITY OF COMMERCE AND BOB MURRAY & ASSOCIATES

**MEETING DATE:** AUGUST 2, 2017

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### **RECOMMENDATION:**

Adopt a resolution approving an amendment to the agreement with Bob Murray & Associates to conduct a recruitment for a new City Administrator.

### **ANALYSIS:**

City initiated recruitment of City Administrator in July 2016, as a result of the previous City Administrator's retirement date of February 2017. An agreement with Bob-Murray & Associates was executed on July 21, 2016; however, the recruitment was not completed. This amendment is required to extend the City Administrator recruitment and to provide for the payment of additional costs in the amount of up to \$7,300.

Bob Murray & Associates has successfully placed over 200 City 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. The City has used this firm several times in the past for executive recruitments and has been pleased with the professionalism, responsiveness and costs associated with the recruitments.

### **FISCAL IMPACT:**

The consulting fee for conducting the City Administrator recruitment is not to exceed \$7,300.

Approved as to form: Eduardo Olivo, City Attorney

Respectfully submitted: Matthew Rodriguez, Interim City Administrator

