



DATE: June 28, 2006

TO: Honorable Mayor and City Councilmembers

FROM: Personnel Department

SUBJECT: **APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH BOB MURRAY AND ASSOCIATES IN THE AMOUNT OF \$30,000 TO CONDUCT AN EXECUTIVE RECRUITMENT FOR THE POSITION OF CITY MANAGER; AND APPROVAL OF A BUDGET APPROPRIATION IN THE AMOUNT OF \$30,000 FROM THE GENERAL FUND UNALLOCATED FUND BALANCE TO THE HUMAN RESOURCES DEPARTMENT TO FUND THE AGREEMENT**

SYNOPSIS

Staff recommends that the City Council approve a professional services agreement in an amount not to exceed \$30,000 (\$25,000 for services and \$5,000 for travel, and associated expenses) with Bob Murray and Associates to conduct an executive recruitment for the position of City Manager, authorize the City Manager to execute the agreement, and approve a budget appropriation in the amount of \$30,000 from the General Fund Unallocated Fund Balance to the Human Resources Department to fund the agreement.

BACKGROUND

Effective June 9, 2006, the previous City Manager resigned his position with the City. As such, there is a requirement to conduct an executive search for a new permanent City Manager.

The City has contracted with Bob Murray and Associates for services relating to executive recruitments in the past and the firm has an excellent reputation.

ANALYSIS

The services provided include the development of a candidate profile, an advertising campaign, including a recruitment brochure, recruiting and screening of candidates, reference checks, and assistance with final interviews and selection.

FISCAL IMPACT

A budget appropriation in the amount of \$30,000 from the General Fund Unallocated Fund Balance (101.3301) to the Human Resources Department General Fund account (204170.5529) will be necessary to fund the professional services agreement. As of June 14, 2006, the remaining balance in the General Fund Unallocated Fund Balance is \$703,048.

COMMISSION OR COMMITTEE REPORT

Does not apply.

CITY ATTORNEY'S ANALYSIS

The referenced documents have been reviewed by the City Attorney and approved as to form.

RECOMMENDATION

Staff recommends that the City Council approve a professional services agreement in an amount not to exceed \$30,000 (\$25,000 for services and \$5,000 for travel, and associated expenses) with Bob Murray and Associates to conduct an executive recruitment for the position of City Manager, authorize the City Manager to execute the agreement, and approve a budget appropriation in the amount of \$30,000 from the General Fund Unallocated Fund Balance to the Human Resources Department to fund the agreement.

PREPARED BY:



Brian J. Kammerer
Human Resources Director

SUBMITTED BY:



Barry E. Martin
Interim City Manager

REVIEWED BY:

Michelle Lawrence, Assistant to the City Manager



PROFESSIONAL SERVICES AGREEMENT

This agreement is made by and between the City of Oceanside (the City), and Bob Murray & Associates (the Consultant).

- A. Engagement: The City agrees to engage the Consultant to perform the services described below, the project described as an executive recruitment for a City Manager (the Search).
- B. Services: The Consultant agrees to perform certain services necessary for the completion of the search, which services shall include the following:
 - a. Develop the Candidate Profile
 - b. Develop advertising Campaign and Recruitment Brochure
 - c. Recruit Candidates
 - d. Screen Candidates
 - e. Conduct Personal Interviews
 - f. Conduct Detailed Reference Checks
 - g. Provide Recommendation
 - h. Assist with Final Interviews
 - i. Assist with Negotiations
 - j. Provide Complete Administrative Assistance
- C. Relationship: The Consultant is an independent contractor and is not to be considered an agent or employee of the City.
- D. Compensation: As full compensation for the Consultant's professional services performed hereunder, the City shall pay the Consultant the fixed amount of \$17,500 (Seventeen Thousand Five Hundred Dollars).
- E. Expense Reimbursement: The Consultant shall be entitled to reimbursement for expenses from the City for consultant travel, advertising, printing and binding, clerical, long distance charges, postage and delivery, civil, criminal and newspaper checks, and credit checks. (Postage, photocopying, and telephone charges are allocated costs.) Expenses to be reimbursed shall not exceed \$7,500 (Seven Thousand and Five Hundred Dollars) without prior approval of the City.
- F. Compensation for Additional Services: In the event the City elects to require additional services of the Consultant in addition to those described in paragraph B the Consultant shall be compensated at an agreed upon rate.
- G. Method of Payment: The City shall be billed monthly by the Consultant for the work completed as of that date. Expenses shall be billed and due at the same time.

- H. Term: The term of this agreement shall commence on June 15, 2006, at which time Consultant shall begin work on the Search and shall continue until the search is completed.
- I. Termination: This agreement may be terminated; (a) by either party at any time for failure of the other party to comply with the terms and conditions of this Agreement; (b) by either party upon 10 days prior written notice to the other party; or (c) upon mutual written agreement of both parties. In the event of termination, the Consultant shall stop work immediately and shall be entitled to compensation for professional fees and expense reimbursement to the date of termination and for any work necessitated by that termination.
- J. Indemnity: Except for loss, damages, liability, claims, suits, costs and expenses whatsoever, including reasonable attorney's fees, caused solely by the negligence of the City, its Council, boards, commissions, officers and employees, Consultant shall indemnify, defend and hold harmless the City, its Council, boards and commissions, officers, and employees from and against any and all loss, damages, liability, claims, suits, costs and expenses whatsoever, including reasonable attorney's fees, regardless of the merits or outcome of any such claim or suit arising from or in any manner connected to Consultant's negligent act or omission regarding performance of services or work conducted or performed pursuant to this Agreement.
- K. Miscellaneous:
- a. The entire agreement between the parties with respect to the subject matter hereunder is contained in this agreement.
 - b. Neither this agreement nor any rights or obligations hereunder shall be assigned or delegated by the Consultant without the prior written consent of the City.
 - c. This agreement shall be modified only by written agreement duly executed by the City and the Consultant.
 - d. Should any of the provisions hereunder be found to be invalid, void or voidable by a court, the remaining provisions shall remain in full force and effect.
 - e. This agreement shall be governed by and construed in accordance with the laws of the State of California.

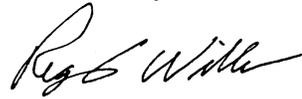
- f. All notices required or permitted under this agreement shall be deemed to have been given if and when deposited in the United States mail, properly stamped and addressed to the party for whom intended at such party's address listed below, or when delivered personally to such party. A party may change its address for notice hereunder by giving written notice to the other party.

Wherefore, the parties have entered into this agreement as of the later of the dates stated below.

Approved:

Dated: June 15, 2006

Bob Murray & Associates



By: Regan Williams
Title: Vice-President

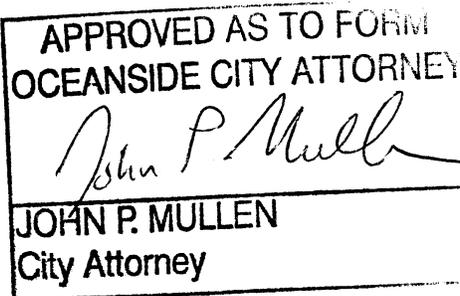
1677 Eureka Road, Suite 202
Roseville, CA 95661

Dated: 6/14, 2006

City of Oceanside, CA
300 N. Coast Highway
Oceanside, CA 92054

By: 

Title: HR DIRECTOR



By: _____

Title: _____