

CITY OF HAYWARD
AGENDA REPORT

AGENDA DATE 03/22/05
AGENDA ITEM 6
WORK SESSION ITEM _____

TO: Mayor and City Council
FROM: Acting Director of Human Resources
SUBJECT: Authorization to Execute Professional Services Agreement to Conduct Executive Recruitments

RECOMMENDATION:

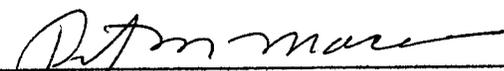
It is recommended that the City Council adopt the attached resolution authorizing the City Manager to execute an agreement with Peckham & McKenney Executive Search and Consulting to conduct executive recruitments, and appropriate funds for this purpose.

BACKGROUND:

Due to the retirements of the Human Resources Director, Library Director, and Public Works Director, additional resources are required to conduct an executive recruitment for these positions. To assist in the recruitment, staff sent out a request for proposals to several search firms. Responses were received from established firms with experience in the three recruitment areas. Overall, staff requested proposals from seven firms and received responses from five firms. Of the responding firms, professional fees ranged from \$35,000 to \$51,000. All firms requested reimbursement of expenses ranging from \$12,000 to \$25,500.

After careful review of the proposals, Peckham & McKenney appear to be the best selection based on project schedule, experience, and professional fees. In addition Peckham & McKenney is in the process of becoming certified as a Women-Owned Business Enterprise which uses two WBE/DBE firms. The search firm proposes to conduct for the City three executive management recruitments for a total professional fee of \$35,000 plus reimbursement of expenses not to exceed \$12,000. The total fee of \$47,000 represented the lowest amount from all of the submitting firms.

Prepared by:


Robert M. Macias, Acting Director of Human Resources

Approved by:


Jesús Armas, City Manager

DRAFT

HAYWARD CITY COUNCIL



RESOLUTION NO. 05-

Introduced by Council Member _____

RESOLUTION AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH PECKHAM & MCKENNEY TO RECRUIT A HUMAN RESOURCES DIRECTOR, LIBRARY DIRECTOR, AND PUBLIC WORKS DIRECTOR AND APPROPRIATE FUNDS

BE IT RESOLVED by the City Council of the City of Hayward that the City Manager is hereby authorized and directed to negotiate and execute a contract for services with Peckham and McKenney to recruit a Human Resources Director, Library Director and Public Works Director in an amount not to exceed \$47,000, in a form to be approved by the City Attorney.

BE IT FURTHER RESOLVED by the City Council of the City of Hayward that Resolution No. 04-101, as amended, the Budget Resolution for fiscal year 2004-05, is hereby amended by approving an appropriation of \$47,000 from the General Fund (Fund 100) for recruitment of Human Resources Director, Library Director, and Public Works Director.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2005

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:
MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: _____
City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward