



Agenda Item #: _____

Staff Report

City of Manhattan Beach

TO: Honorable Mayor Montgomery and Members of the City Council

THROUGH: David N. Carmany, City Manager

FROM: Cathy A. Hanson, Director of Human Resources

DATE: January 18, 2011

SUBJECT: Consideration of Award of Contract to Bob Murray & Associates to Provide Executive Recruitment Services to the City for the Position of Police Chief for an Amount Not-to-Exceed \$25,000

RECOMMENDATION:

Staff recommends that the City Council authorize the City Manager to negotiate and execute a contract with Bob Murray & Associates to provide Executive Recruitment Services to the City for the position of Police Chief for an amount not-to-exceed \$25,000.

FISCAL IMPLICATION:

Funds totaling \$25,000 are budgeted in the Human Resources budget in Fiscal Year 2010-2011 for these services.

BACKGROUND:

The current Chief of Police has notified the City of his intention to retire early this year. In order to ensure the City gets the best qualified and most diverse applicant pool, the City has historically hired the services of a qualified, well known Executive Search Firm to assist with such recruitments.

DISCUSSION:

The City currently has openings for the positions of Police Chief and Fire Chief. The Fire Chief recruitment is currently being conducted in house by the Human Resources Department. Given the importance of both of these key openings and the amount of time and resources it takes to conduct an effective recruitment at this level, staff is recommending the use of Bob Murray & Associates for the Police Chief recruitment. As an experienced well known Executive Search firm, Bob Murray & Associates can identify and target qualified candidates that may not currently be in the labor market and encourage them to apply thereby expanding the qualified candidate pool. Additionally, the executive recruitment firm can assist the City with conducting the extensive time consuming background checks that are required with the employment of a Police Chief.

A request for qualifications was sent to four well known public sector recruitment firms. All of the firms responded and their proposals were considered. Of these four, Bob Murray & Associates is being recommended for this recruitment based on their extensive background in recruiting and selecting sworn personnel at this level in the State of California. Police Chief recruitments conducted by Bob Murray & Associates include cities such as Culver City, City of Los Angeles, City of San Francisco, City of Pasadena and City of Pismo Beach to name a few.

With the retirement notification of the Chief of Police and the current internal recruitment for Fire Chief, staff believes it is in the City's best interest to hire Bob Murray & Associates to assist with the Chief of Police recruitment.