

RESOLUTION 2013 - 30



**A RESOLUTION OF THE CITY OF SUNNYSIDE,  
WASHINGTON, AUTHORIZING THE MAYOR TO SIGN THE  
EXECUTIVE RECRUITING AGREEMENT WITH COLIN  
BAENZIGER & ASSOCIATES**

**WHEREAS**, the City desires to initiate the process for recruiting a new City Manager recognizing that the current City Manager has been suspended, and should the suspension be removed, recruitment of a new City Manager will no longer be necessary; and

**WHEREAS**, the City recognizes that recruitment of a City Manager can be a lengthy process and that absence of a permanent City Manager creates a lack of continuity and direction for the City which is not desirable to the accomplishment of efficient and effective government; and

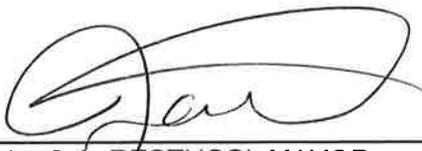
**WHEREAS**, the City Council has reviewed the proposal of Colin Baenziger & Associates for provision of executive recruiting services, and has determined that engaging their services is in the best interest of the citizens of the City of Sunnyside.

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYSIDE, WASHINGTON, as follows:**

**SECTION 1.** That the Mayor of the City of Sunnyside, Washington, is hereby authorized and directed to sign the original Executive Recruiting Agreement with Colin Baenziger & Associates, a copy of which is attached hereto and incorporated herein by this reference as Exhibit "A"; and to take all necessary steps required for the implementation of this Agreement.

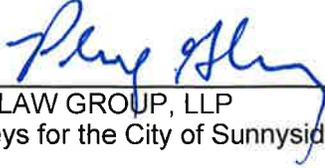
**SECTION 2.** This Resolution shall be effective upon passage, approval and signatures hereon as required by law.

**PASSED** this 25<sup>th</sup> day of March, 2013.

  
\_\_\_\_\_  
JAMES A. RESTUCCI, MAYOR

**ATTEST:**  
  
\_\_\_\_\_  
DELILAH SAENZ, OMC CITY CLERK

**APPROVED AS TO FORM:**



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KERR LAW GROUP, LLP  
Attorneys for the City of Sunnyside

COLIN BAENZIGER & ASSOCIATES  
EXECUTIVE RECRUITING

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March 16, 2013

The Honorable Mayor Jim Restucci and Members of the City Council  
City of Sunnyside  
818 East Edison Ave.  
Sunnyside, WA 98944

RE: Engagement Letter for City Manager Recruitment Services

Dear Mayor Restucci and Members of the City Council:

I would first like to thank you for the opportunity to assist you in your City Manager Search and then to present this engagement letter.

**Section A: Work Plan**

The following outlines the process Colin Baenziger & Associates will undertake:

*Phase I: Needs Assessment / Information Gathering*

- Meet with key officials to:
  - Develop a description of the ideal candidate,
  - Learn the issues the next City Manager will face,
  - Gather materials for our information and to send to potential candidates,
  - Understand what compensation package the City is prepared to offer, and
  - Finalize a project schedule. Our searches are always completed within 90 days of a notice to proceed, barring circumstances beyond our control.
  
- Develop materials we can utilize to recruit candidates.

*Phase II: Candidate Recruitment*

- Actively search for, identify, and recruit outstanding candidates who we feel are best suited for the position.

Phase II (continued)

- Distribute the recruiting materials to appropriate publications and websites, including our own.
- Consult our database of strong candidates, contact them and encourage them to apply.
- E-mail the advertisement to our database of our data base of local government professionals.
- Evaluate resumes that result from our recruiting efforts and from our advertisements.

Phase III: Candidate Review and Selection of Finalists

- Resumes will be screened and we will narrow the list to the eight to twelve semi-finalists who we believe are most qualified.
- We will conduct thorough reference and background investigations on the selected semi-finalists. It should be noted that, when we conduct our investigations, we do not simply accept the references the candidates suggest. We tell the candidates whom we want to speak with. These might include elected officials, the board attorney, the external auditor, representatives of the local press, community leaders, peers, and subordinate employees. Our goal is to get comments from six to ten references. We also conduct criminal, civil, driver license, media, and credit checks, and we verify employment history and education. We believe these should be done early in the process to avoid embarrassment after a selection has been made.
- We will recommend six to ten top candidates to the City and review these candidates with the Mayor and Council. Along with our recommendation, we will provide the results of our background work electronically. The City will then select four to six candidates to interview as finalists.

Phase IV: Interviews and Selection

- We will coordinate the interview process and attend the actual interviews.
- Once the interviews are completed, we will provide any additional information the City may wish and assist in any way the City desires in making the final determination.

Phase V: Contract Negotiation

- If requested, we will provide assistance in the negotiation of a contract with the selected candidate.

**Section B: Warranty**

Colin Baenziger & Associates offers the best warranty in the industry. We can offer it because we have confidence in our work. Provided we conduct the full search and assuming the City selects from among the candidates we recommend, we warrant the following:

- 1) We will not approach the selected candidate concerning any other position as long as the individual is employed by the City.
- 2) If the selected individual leaves for any reason other than an act of God (for example, total incapacitation or death) within the first year, CB&A will repeat the search at no charge. If he/she departs during the second year for any reason other than an act of God, we will repeat the search for the reimbursement of our expenses only.
- 3) If you are not satisfied with any of the candidates we present, CB&A will repeat the search until you are satisfied.
- 4) Our price is guaranteed and will not be exceeded for any reason, even if conditions change after the contract is executed.

**Section C: Principal Staff to Be Assigned to the Recruiting Effort**

- John Darrington, Senior Vice Principal will serve as the Project Manager for the recruitment effort,
- Colin Baenziger, Principal and Owner, will be the Deputy Project Manager and Recruitment Manager. Mr. Baenziger will assist in virtually every aspect of the search effort but will focus on the search for outstanding candidates. Mr. Baenziger will also serve as the primary back-up to Mr. Darrington, and
- David Collier, Senior Vice President of CB&A, will serve as Assistant Project Manager. Mr. Collier will be primarily responsible for the actual recruitment and review of candidates, primarily through networking. He will also serve as back-up to Mr. Darrington and Baenziger.

**Section D: Fee**

We will charge a firm, fixed price of \$15,000 for the City Manager search. That fee includes all expenses, except those associated with bringing the candidates for the interviews. It assumes that Mr. Darrington will be the primary liaison to the City, will develop the language for the recruitment brochure with the Mayor and Council, conduct all meetings with the City, and coordinate the City Manager interviews, selection and contract negotiations. Bills will be rendered as the search progresses at the end of each Phase as indicated below:

Phase	Cost
I. Needs Analysis / Information Gathering	\$ 500
II. Recruiting	7,000
III. Candidate Screening	7,000
IV: Coordination of Interviews and Manager Selection	0
V: Contract Negotiation & Warranty	500

**Section E: Additional Searches**

Should the City wish CB&A to conduct additional searches on its behalf while Mr. Darrington is serving as the Interim Manager, we will do so at a cost of \$12,000 each.

**Acceptance:**

Assuming the City agrees that this letter provides a basic understanding of the work to be performed in this engagement, please indicate the City's acceptance by signing below so that we can begin our efforts

Sincerely,



Colin Baenziger  
Principal

**For the City:**

  
Signature

  
Title

  
Date