



# RALPH ANDERSEN AND ASSOCIATES

## PROFESSIONAL SERVICES AGREEMENT

Ralph Andersen & Associates agrees to provide the following services to the City of Redlands in conjunction with a recruitment for the position of City Manager:

1. Meet with the City Council to review the position of City Manager to develop recruitment criteria related to desirable work experience and personal characteristics.
2. Prepare and place ads in appropriate publications.
3. Coordinate all recruitment activities by identifying outstanding potential candidates, preparing and sending letters of invitation to apply, and making follow-up contact with the outstanding potential candidates to discuss the position.
4. Review and preliminarily screen all applications for the position.
5. Conduct detailed background checks, except police and credit checks, as appropriate.
6. Develop and review a recommended list of finalists with the City Council.
7. Arrange for interviews with finalist candidates, including the preparation of an interview booklet for use by the City Council in conducting interviews.
8. Throughout the recruitment process, advise candidates of their status.

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For the services rendered pursuant to this agreement, the City of Redlands agrees to compensate Ralph Andersen & Associates the fixed amount of \$7,000 for professional services. It is understood that the only charges for which the City assumes responsibility, in addition to the fixed fee for professional services, are reimbursement for out-of-pocket expenses incurred by Ralph Andersen & Associates for items such as travel, clerical, long-distance telephone, copying and postage charges, and placement of advertisements. Payment for services and expense reimbursement are payable monthly upon receipt of a statement from Ralph Andersen & Associates.

This agreement shall commence on November 3, 1982, and shall continue until the position of City Manager is filled.

CITY OF REDLANDS

RALPH ANDERSEN & ASSOCIATES

By \_\_\_\_\_

By Ralph E. Andersen

Date \_\_\_\_\_

Date November 4, 1982