

**AMENDMENT NUMBER ONE
TO PROFESSIONAL SERVICES AGREEMENT
WITH
RALPH ANDERSEN & ASSOCIATES**

This Amendment Number One (“Amendment”) is made and entered into this 4th day of May, 2021 (“Effective Date”), by and between the CITY OF COSTA MESA, a municipal corporation (“City”), and RALPH ANDERSEN & ASSOCIATES, a California corporation (“Consultant”).

WHEREAS, City and Consultant entered into an agreement on November 13, 2020 for Consultant to provide recruitment services (the “Agreement”); and

WHEREAS, City and Consultant desire to amend the Scope of Services to include additional services relating to recruitment services for the position of Police Chief, as set forth in Exhibit “A,” attached hereto and incorporated herein by this reference; and

WHEREAS, City desires to increase Consultant’s maximum compensation accordingly to Seventy-Four Thousand Five Hundred Dollars (\$74,500.00).

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The Scope of Services shall be amended to include the additional services set forth in Exhibit A.
2. Section 2.1 of the Agreement shall be amended to reflect that Consultant’s total compensation shall not exceed Seventy-Four Thousand Five Hundred Dollars (\$74,500.00).
3. Consultant shall be paid in installments in accordance with the payment schedule set forth in Exhibit A.
4. All terms not defined herein shall have the same meaning and use as set forth in the Agreement.
5. All other terms, conditions, and provisions of the Agreement not in conflict with this Amendment shall remain in full force and effect.
6. This Amendment may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement. Counterpart written signatures may be transmitted by facsimile, email or other electronic means and have the same legal effect as if they were original signatures.

[Signature page follows.]

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed by and through their respective authorized officers, as of the date first written above.

CITY OF COSTA MESA

City Manager

Date: _____

CONSULTANT

Signature

Date: _____

Name and Title

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

Date: _____

APPROVED AS TO INSURANCE:

Risk Management

Date: _____

APPROVED AS TO CONTENT:

Project Manager

Date: _____

DEPARTMENTAL APPROVAL:

Finance Director

Date: _____

APPROVED AS TO PURCHASING:

Finance Director

Date: _____

EXHIBIT A
ADDITIONAL SERVICES

April 14, 2021

Ms. Lori Ann Farrell Harrison
City Manager
City of Costa Mesa
77 Fair Drive
Costa Mesa, California 92626

Via Email: michele.warren@costamesaca.gov

Dear Ms. Harrison:

We are pleased to submit this Letter Proposal to the City of Costa Mesa for recruitment services for the position of Police Chief.

Ralph Andersen & Associates would be pleased to undertake this high-level recruitment and would be available to begin the recruitment within 10 days of notice to proceed or a mutually agreed upon timeframe.

If awarded the search, the City of Costa Mesa will be served by Mr. Fred Wilson as the Project Director, supported by Heather Renschler, President/CEO of Ralph Andersen & Associates, and a team of professional consultants with many years of collective experience recruiting for Police Chief positions nationwide. Additionally, we have a retired Chief of Police on our Search Team that will assist on various aspects of the search.

As standard practice, Ralph Andersen & Associates takes pride in abundant and personal communication throughout the recruitment process. We believe our approach is solid and thorough, and our recent successful experience with the City of Costa Mesa is a testament to the reputation of Ralph Andersen & Associates.

Ralph Andersen & Associates is currently recruiting for six Police Chief positions nationwide including Austin, Texas, Columbus, Ohio, Santa Monica, Santa Barbara and, as such, has a strong and active database of available candidates. Recognizing that identifying diverse candidates is a priority, Ralph Andersen & Associates makes it an integral part of our recruitment efforts.

Experience

Ralph Andersen & Associates has recently conducted the following police chief related recruitments (2016 to Present):

- Akron, OH
 - Chief of Police (Current Search)
- Austin, TX
 - Chief of Police (Current Search)
- Bishop, CA
 - Chief of Police (2016 & Current Search)

- Boise, ID
 - Police Chief (2020)
- Bozeman, MT
 - Chief of Police (Current Search)
- Charlotte, NC
 - Chief of Police (2020)
- Clearlake, CA
 - Chief of Police (2018)
- Columbus, OH
 - Police Chief (2019 & Current Search)
- Concord, CA
 - Chief of Police (2020) – ***Brochure Attached***
- Dallas, TX
 - Chief of Police (2017)
- Denton, TX
 - Police Chief (2018)
- Elk Grove, CA
 - Assistant Chief of Police (2020)
 - Chief of Police (2019)
 - Police Captain (2020)
- Emeryville, CA
 - Police Chief (2020)
- Fairfield, CA
 - Chief of Police (2017)
- Fresno, CA
 - Chief of Police (Partial Search) (2020)
- Gilbert, AZ
 - Chief of Police (2017)
- Hayward, CA
 - Chief of Police (2017 & 2019)
- Henderson, NV
 - Chief of Police (2017)

- Indio, CA
 - Chief of Police (2016)
- Kansas City, MO Board of Police Commissioners
 - Chief of Police (2017)
- Metropolitan Washington Airports Authority
 - Chief of Police (2018)
- Modesto, CA
 - Chief of Police (Current Search)
- Morro Bay, CA
 - Chief of Police (2017)
- Oakland, CA
 - Chief of Police (2017)
- Pacific Grove, CA
 - Chief of Police (2016 & 2019)
- Pismo Beach, CA
 - Chief of Police (2021)
- Port Authority of New York and New Jersey, NY
 - First Deputy Chief Security Officer (2019)
- Richland, WA
 - Chief of Police (2019)
- Richmond, TX
 - Chief of Police (2020)
- Sacramento, CA
 - Chief of Police (2017) – ***Brochure Attached***
- Salem, OR
 - Chief of Police (2020)
- San Francisco, CA
 - Chief of Police (2017)
- San Marcos, TX
 - Police Chief (2020)
- Sanger, CA
 - Chief of Police (2020)

- Santa Barbara, CA
 - Police Chief (Current Search)
- Santa Monica, CA
 - Chief of Police (2018 & Current Search)
- Santa Rosa, CA
 - Chief of Police (2019)
- Shafter, CA
 - Chief of Police (2016)
- Tualatin, OR
 - Chief of Police (2016)
- Vallejo, CA
 - Chief of Police (2019)
- West Linn, OR
 - Chief of Police (2018)

Approach to Executive Search

The successful search process relies heavily on person-to-person contact to identify outstanding potential candidates and, in the evaluation phase, to gain a complete understanding of the background, experience, and management style of the top candidates. The executive recruitment techniques used by Ralph Andersen & Associates have been developed and used successfully with hundreds of clients for more than 49 years.

We feel that the key elements of the *full search* process, which can be tailored to fit the specific needs of the City of Costa Mesa, should include:

- Developing a comprehensive position profile based upon information obtained in various meetings with the City Manager, Human Resources Manager, or other designated staff as appropriate.
- Reviewing current compensation and recommending changes based upon market and competitive conditions.
- *As optional services*, the City may desire obtaining input from the community on the qualities they would like to see in the new Police Chief. To facilitate community input, the Project Director will conduct one community meeting (using Zoom Video Technologies) as well as prepare and solicit input through an online survey instrument. Additionally, our process will allow for email comments to Ralph Andersen & Associates relative to the desired qualities in the next Police Chief.
- Extensive personal outreach (both via email and telephone) to highly qualified candidates in California and nationally, if desired.
- A marketing strategy that uses selected advertising to supplement the extensive candidate identification process, the Internet, and professional contacts throughout an expanded region.

- A screening process that narrows the field of candidates to those that most closely match the needs of the City of Costa Mesa and is based on screening interviews with the top candidates. Candidates' education, experience, and credentials are matched to the criteria established in the position profile.
- Candidates (if deemed qualified and viable by the Recruiter) would be screened via video technology.
- Delivering a product in the form of a search report that recommends a top group of candidates and provides the decision-makers with detailed information about their backgrounds and experience.
- Assistance during the interview and selection process and in the negotiation of a compensation package.

Ralph Andersen & Associates has an outstanding reputation for being thorough and professional in the approach it takes in recruitments. Each candidate's match with the position is based on the individual's own set of professional experiences, management style, education and credentials, and overall fit with the organization and executive leadership.

Project Staffing

Only senior members of Ralph Andersen & Associates are assigned to lead search assignments, ensuring that their broad experience and knowledge of the industry is brought to bear on our clients' behalf. ***The City of Costa Mesa will have Mr. Fred Wilson as Project Director on this search engagement, with the assistance of Ms. Heather Renschler, President/CEO, and Ms. Christen Sanchez, Recruitment Coordinator.*** Ms. Sanchez will provide and coordinate support staff assistance to the Project Director on this recruitment.



Mr. Fred Wilson, Project Director and Lead Recruiter

Mr. Wilson, Senior Consultant with Ralph Andersen & Associates, brings more than 35 years of experience as a local government executive, including 21 years serving as City Manager in two California cities. Working in full-service cities, he brings a strong background in identifying and recruiting top quality executive staff. His skills in identifying, recruiting, and retaining high quality employees and talent management, coupled with succession planning, have contributed significantly to the successes of those organizations. This experience gives Mr. Wilson a unique perspective to identifying high quality candidates that "fit" the organization.

Since joining Ralph Andersen & Associates, Mr. Wilson has completed many successful recruitments and brings a vast network of contacts throughout the region. He has successfully completed searches for executives and professionals for local government organizations including City Managers, Community Development Directors, Public Works Directors, Finance Directors, and other General Managers.

Mr. Wilson's clients have found his knowledge of city management, experience working with City Council members, and expertise in recruitment and selection an asset.

As a long-tenured local government executive, Mr. Wilson has extensive experience in all aspects of governance including organizational development, succession planning, municipal finance, community development, and general management. His experience includes serving in multiple

leadership roles in various organizations including the League of California Cities and has been active on various advisory boards throughout his career.

Mr. Wilson holds a Bachelor of Science degree in Urban Planning from Cal Poly Pomona, and a Master's degree in Public Administration from California State University, Northridge.

Mr. Wilson may be reached at (916) 630-4900 or directly on his cell at (714) 421-3258 or via email at fred@ralphandersen.com.



Ms. Heather Renschler, President/CEO

Ms. Renschler has been with Ralph Andersen & Associates for more than 36 years and is the firm's President/CEO. Ms. Renschler has overseen the recruitment practice of Ralph Andersen & Associates for the last 24 years and, as a result, is often involved with recruitments on a national scale and those of a highly sensitive and critical nature. She is experienced at working with boards, city councils, staff members, and selection committees in the recruitment and selection process.

Ms. Renschler has extensive finance related experience in conducting public sector recruitments and, as a result, has developed a network of contacts and potential candidates on a national basis. Prior to joining Ralph Andersen & Associates, Ms. Renschler had extensive private sector experience in the areas of construction management, health care, and public accounting.

Ms. Renschler attended the University of Toledo and majored in Accounting and Journalism and obtained a Bachelor's degree in Public Administration from the University of San Francisco.



Ms. Christen Sanchez, Recruitment Coordinator

Ms. Christen Sanchez joined Ralph Andersen & Associates as a Recruitment Coordinator and provides administrative support services to the Executive Search team. Prior to joining Ralph Andersen & Associates, Ms. Sanchez provided administrative services as a Scheduling Coordinator for applied behavioral analysis services provided to children with developmental disabilities across the Central Valley and the Greater Sacramento area. Ms. Sanchez holds a Bachelor of Arts degree in English from California State University, Stanislaus.

Paraprofessional and Support Staff

Other paraprofessional, graphics, and support staff will provide administrative support to the search team on recruitment assignments. These may include Ms. Diana Haussmann, Ms. Hannah Jones, Ms. Karen AllGood, Ms. Tina Keller, and Ms. Teresa Heple.

Project Timing

Ralph Andersen & Associates will complete the search within 90 days (or less) from the execution of the agreement to the presentation of candidates. Negotiation with the top candidate will take an additional week or two after finalist interviews. We are prepared to begin this search within 10 days of verbal notification to proceed or a mutually agreed upon timeframe.

Project Cost

The typical fee for professional services and expenses to conduct a comprehensive search with a focus in California for a Police Chief is the **fixed fee of \$27,500***.

*Expenses included in this fixed fee include such items as advertising, consultant interaction (anticipated to be done 100% through videoconferencing), clerical, graphic design, research, and long-distance telephone charges. On top candidates, Internet and Lexis/Nexis searches will be conducted. Additionally, education verifications, DMV check, wants and warrants, civil and criminal litigation search, and credit check will be conducted on the top two candidates. Reference checks will be conducted on the top candidate. Should the City desire to conduct reference calls on more than one candidate, a background fee of \$1,800 per candidate will be billed in addition to the above stated fees.

Optional Service (Community Meeting) – Should the City choose to conduct one Community Meeting via Zoom, the cost will be included in the base fee. Should additional meetings be required or Mr. Wilson is asked to facilitate more than one Community Meeting, an additional fee will be discussed based on the parameters and needs of the City.

Optional Service (Survey) – An internet survey and summarized results is available for a supplemental cost. Versions of the survey may include the community, city-wide staff, and/or Police Department staff only.

Invoicing – Ralph Andersen & Associates will bill the City of Costa Mesa in four installments as follows:

- Following kick-off and finalization of recruitment brochure – \$8,250
- After the closing date – \$8,250
- After finalist interviews – \$8,250
- Upon placement – \$2,750

Progress payments will be due upon receipt.

Brochure – A full color informational brochure will be developed for the Police Chief search similar to the attached samples (City of Sacramento and City of Concord). All pictures will be the responsibility of the City of Costa Mesa.

Exceptions – The City of Costa Mesa will be responsible for all candidate expenses related to on-site interviews.

Exclusion – Any background or any investigative background required by the State of California for the Police Chief will be the responsibility of the City of Costa Mesa and may extend beyond this timeframe.

Ralph Andersen & Associates' Guarantee

Ralph Andersen & Associates offers the industry-standard guarantee on our search services. If within a one-year period after appointment, the Police Chief resigns or is dismissed for cause, we will conduct another search free of all charges for professional services. The City would be expected to pay for the reimbursement of all incurred expenses.

Should the initial outreach efforts not result in a successful placement, Ralph Andersen & Associates will continue the outreach efforts until the ideal candidate is found. The City will be responsible for expenses based on actual receipts.



Should you need any additional information, please feel free to call Mr. Wilson at (916) 630-4900.

Respectfully Submitted,

Ralph Andersen & Associates

Ralph Andersen & Associates