

EXECUTIVE SEARCH SERVICES AGREEMENT

City of Canby, Oregon

City Administrator

A complete description of the services to be provided is contained in a proposal from Peckham & McKenney, Inc. to the City of Canby dated January 29, 2019 which is incorporated herein by reference.

The all-inclusive fee for the recruitment of the City Administrator is \$26,000. One-third of this fee is due as a retainer upon execution of this agreement. The remainder of the fee will be divided and billed in two separate, monthly invoices. Full payment of the fee is due four months from execution of the agreement or when a candidate has accepted an offer of employment, whichever comes first. The all-inclusive fee includes three on-site meetings with the City of Canby: the first to develop the Candidate Profile, the second to recommend finalists, and the third to facilitate finalist interviews. Excessive additional meetings will be negotiated and billed accordingly.

The all-inclusive fee includes expenses, and thus serves as a not-to-exceed amount. Peckham and McKenney expenses include out-of-pocket costs associated with advertising, printing, consultant travel, clerical, background checks, telephone, supplies and postage. Candidate expenses to attend finalist interviews with the City of Canby are not included in this not-to-exceed figure and if agreed, are to be reimbursed by the City directly to the candidates.

Peckham & McKenney will work closely and communicate regularly with the City. Both parties will exhibit a full faith effort to ensure a timely and successful search. Should the City of Canby choose to cancel or postpone the search at any time after execution of this agreement, the City will be responsible for payment in the amount of the percentage of the work complete as it applies to the search process.

Should the employee recommended and placed by our firm leave for any reason within the first year of employment (excluding budgetary cutbacks, promotion, or position elimination), we agree to provide another search process at no additional charge, except direct expenses.

Executive Search Services Agreement

Page Two

All information regarding candidates is provided in strict confidence and should be used solely for the purpose of selecting qualified applicants. Candidate information must not be divulged to persons who do not have a direct need to know except for reference and background investigations and with the candidate's consent.

Peckham & McKenney carries Professional Liability Insurance (\$1,000,000 limit) Commercial General Liability Insurance (\$2,000,000 General Liability, and \$4,000,000 Products) and Automobile Liability Insurance (\$1,000,000). Our Insurance Broker is Wells Fargo Insurance, Inc., Charlotte, NC, and our coverage is provided by Sentinel Insurance Company and Hiscox Insurance Co. Limited. A Certificate of Insurance shall be provided to the City of Canby as evidence of Professional Liability and Commercial General Liability insurance coverage. City of Canby shall be named as an Additional Named Insured for Commercial General Liability Insurance Coverage.

In the event of any action or proceeding brought by either party to this agreement, the prevailing party shall be entitled to recover all costs and fees of its attorney in such action or proceeding, including cost of appeal, if any, in such amounts as are reasonable.

Thank you for the opportunity to be of service. We look forward to a successful recruitment process.

Peckham & McKenney

Phil McKenney

Date

City of Canby

Brian Hodson, Mayor

Date

**** PLEASE RETAIN COPIES FOR YOUR RECORDS ****