



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 03/15/2024

DATE: March 24, 2024
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Consider Selecting an Executive Recruiting Firm for the Town Manager Recruitment and Provide Direction Regarding the Recruitment Process

RECOMMENDATION:

Consider selecting an executive recruiting firm for the Town Manager recruitment and provide direction regarding the recruitment process.

BACKGROUND:

Typically, local government executive recruitments are led by professional executive recruiting firms with experience serving public sector clients. The Town used the services of Teri Black & Company for the Town Attorney recruitment. This firm is under contract with the Town through this calendar year and is currently conducting the Human Resources Director recruitment.

DISCUSSION:

Under the Town's Procurement Policy, expenditures under \$50,000 require three quotes. The Town received the following quotes from three well-regarded public sector recruiting firms with personnel having demonstrated experience recruiting for City/Town Managers:

Reviewed by: Town Manager, Town Attorney, and Finance Director

DISCUSSION (continued):

	Base Cost	Expenses	Total Cost	Availability
Teri Black, <i>Teri Black & Co.</i>	\$26,000 to 30,000	\$11,300 to 14,900	\$37,900 to 44,900	Late May/ Early June
Gary or Valerie Phillips <i>Bob Murray & Assoc.</i>	\$27,000	\$7,000	\$34,000	In Two Weeks
Anton Dahlerbruch <i>Peckham & McKenney</i>	\$29,000	\$1,500 if Council wishes a community forum	\$29,000 to 30,500	Immediately

The variability in the price for Teri Black & Co. depends upon the amount of internal and external stakeholder engagement in the development of a candidate profile, and the number of in-person meetings with Ms. Black.

Staff looks forward to the Council’s direction regarding these firms.

Alternatively, the Council may:

- Request quotes from additional firms,
- Request a more formal proposal from each of the firms, and/or
- Request another Special Meeting in open session to interview the three recruiters.

Once a firm is selected, the recruiter would identify the specific process steps and develop a recruitment schedule.

CONCLUSION:

Staff looks forward to the Council’s direction on the Town Manager recruitment process.

COORDINATION:

The preparation of this report was coordinated with the Town Attorney’s Office and the Finance Department.

FISCAL IMPACT:

The Adopted and Adjusted Fiscal Year 2024/25 Operating Budget has funding available for the Town Manager recruitment.

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SUBJECT: Town Manager Recruitment

DATE: March 14, 2024

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.