



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 10/01/2024

ITEM NO: 5

DATE: September 26, 2024
TO: Mayor and Town Council
FROM: Katy Nomura, Interim Town Manager
SUBJECT: Authorize Staff to Hire the Senior Services Coordinator as a Contractor or as a Town Employee

RECOMMENDATION:

Authorize staff to hire the Senior Services Coordinator as a Contractor or as a Town employee.

REMARKS:

At the September 17, 2024, Town Council meeting, the Town Council approved a motion to issue a Request for Proposal (RFP) to secure a Senior Services Coordinator in an amount not to exceed \$75,000 per year for a two-year period. After further consideration, it would be beneficial to have additional flexibility with how the Senior Services Coordinator is procured/recruited.

As this is a new service to the Town, it is unknown who will be interested in the Senior Services Coordinator position. The Town's RFP process could be prohibitive for an individual who does not provide consultant services, but who may still be interested in applying for the position. It may be more successful if the Town could have the option of filling the position as a Town employee or as a contractor through a Request for Interest (RFI)/RFP process. The budget adjustment for this position was already approved at the September 17, 2024, meeting, and no additional fiscal action is necessary.

CONCLUSION:

Staff recommends that the Town Council provide flexibility to Town staff to recruit for a 0.48 FTE Senior Services Coordinator as a Town employee or as a contractor. Staff will select the Coordinator using the method that best meets the Town's needs.

PREPARED BY: Cheryl Parkman
Human Resources Director

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