



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 10/19/2021

ITEM NO: 6

DATE: October 13, 2021
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Execute a Consultant Agreement for Executive Recruitment Services with Teri Black & Company, LLC. in an Amount Not to Exceed \$54,000

RECOMMENDATION:

Authorize the Town Manager to execute a consultant agreement (Attachment 1) for executive recruitment services with Teri Black & Company, LLC. (TB&Co.) in an amount not to exceed \$54,000.

BACKGROUND:

The Town is anticipating a couple of Director level retirements during the current fiscal year. The Town conducted a Request for Qualifications (RFQ) process and received seven responses. Upon review of the proposals and based on TB&Co.'s excellent reputation, length of time providing public sector executive recruitment services, and success in locating candidates for sometimes difficult to fill positions, the company was selected to manage the Town's upcoming non-public safety executive recruitment processes.

Bob Murray & Associates was selected from the same RFQ process to specifically coordinate the Police Chief public safety recruitment due to specific proven experience in this area. The total cost of the Bob Murray & Associates agreement was less than \$50,000 which is within the Manager's authority to approve.

DISCUSSION:

The candidate pool for executive level positions is typically smaller, so it is not unusual for public sector agencies to outsource these recruitment processes to executive recruitment

PREPARED BY: Lisa Velasco
Human Resources Director

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

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SUBJECT: Authorize the Town Manager to Execute an Agreement with TB&Co.

DATE: October 14, 2021

DISCUSSION (continued):

search firms. Because executive search firms focus solely on recruitments, they have a vast number of contacts. They also have the resources and relationships to proactively contact candidates that may not be actively searching for a new opportunity and encourage those candidates to compete in a specific recruitment process.

CONCLUSION:

Based on the Town's recent successful RFQ process and solid reputation of TB&Co. to successfully fill executive level recruitments, staff is requesting authorization for the Town Manager to execute an agreement for services in an amount not to exceed \$54,000 over a two-year period.

FISCAL IMPACT:

The anticipated not to exceed amount of \$54,000 is included in the FY 2021/22 Operating budget.

ENVIRONMENTAL ASSESSMENT:

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

Attachment:

1. Agreement for Consultant Services – Terri Black & Company, LLC