



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 11/16/2021

ITEM NO: 13

DATE: November 10, 2021
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Execute an Amendment to a Consultant Agreement for Executive Recruitment Services with Teri Black & Company, LLC. in an Amount Not to Exceed \$83,500

RECOMMENDATION:

Authorize the Town Manager to execute an amendment (Attachment 1) to a consultant agreement for executive recruitment services with Teri Black & Company, LLC. (TB&Co.) in an amount not to exceed \$83,500.

BACKGROUND:

During the October 18, 2021 Council Meeting, the Town Manager received authorization to execute a consultant agreement with TB&Co. for the purpose of facilitating up to two Director level recruitments. Last week the Town Attorney, a Council-appointed position, submitted his resignation to be effective at the end of December 2021. Based on TB&Co.'s recent successful recruitment processes for Town/City Attorney positions at various municipalities, staff recommended that Council partner with TB&Co. to conduct the Town Attorney recruitment.

DISCUSSION:

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

PREPARED BY: Lisa Velasco
Human Resources Director

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

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CONCLUSION:

Based on TB&Co.'s expertise related to successfully completing Town/City Attorney recruitment processes, staff is requesting authorization for the Town Manager to execute an amendment to the current agreement for services to increase the not to exceed amount to \$83,500.

FISCAL IMPACT:

The additional cost of \$29,500, bringing the total not to exceed amount to \$83,500, 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. Amendment to the Agreement for Consultant Services – Teri Black & Company, LLC