



DATE: January 14, 2020

CATEGORY: Consent

DEPT.: City Manager/Human Resources

TITLE: **Amend Professional Services
Contract – City Manager’s
Office/Human Resources Division**

RECOMMENDATION

Authorize the City Manager to execute professional service agreements with Teri Black and Company, LLC for executive recruitment services in an amount not to exceed \$126,750.

BACKGROUND

The Human Resources Division (HRD) provides recruitment and selection services to all departments in the City in compliance with City rules and regulations as well as State and Federal laws. Due to an increase in retirements, the demand for filling executive and critical positions has significantly increased. In order to continue to proactively fill positions, meet the City’s succession plan objectives, and provide flexibility to manage the recruitment workload, HRD contracts for recruitment services. This allows HRD staff to successfully fill key positions despite limited staff resources in a challenging job market. As part of the succession planning efforts, funds have been allocated to support executive recruitments to ensure smooth transitions in leadership positions.

On July 1, 2019, the Fire Department entered into an agreement with Teri Black and Company, LLC to conduct the recruitment for the Fire Marshal position. On September 16, 2019, the Police Department entered into an agreement with Teri Black and Company, LLC to conduct the internal selection process for Police Captain. In September 2019, HRD requested proposals from four executive search firms for the City Manager recruitment process, and City Council selected Teri Black and Company, LLC to conduct the recruitment. The total agreement amounts for these professional services was \$67,250.

ANALYSIS

In October 2019, HRD reached out to four executive search firms for interest in conducting a recruitment for the Assistant Public Works Director (APWD)– Transportation and Business Services position, which became vacant when the prior incumbent was promoted to the position of Public Works Director. Teri Black and Company, LLC was the only firm that expressed interest and availability to conduct the recruitment. A second Assistant Public Works Director position in Public Services is now anticipated to be vacated prior to the end of the fiscal year, and there would be some efficiencies to having a coordinated approach to appointing successors to both of these positions. The estimated cost for the two recruitments, including expenses, is \$59,500. Filling the two Assistant Director positions within the current fiscal year will achieve proactive staffing goals, allowing for a smooth transition in the Public Works Department and reducing the impact of having multiple senior management-level vacancies.

This additional scope of services would result in a total payment to Teri Black and Company, LLC in the amount of \$126,750. City Council Policy A-10 requires that the City Council authorize consultant agreements when the cumulative total of agreements funded by the General Fund operating budget in a single fiscal year with that consultant exceeds \$100,000.

FISCAL IMPACT

There is sufficient funding in the Fiscal Year 2019-20 budget to fund these additional costs.

ALTERNATIVES

1. Do not authorize the City Manager to enter into the agreement with Teri Black and Company, LLC to conduct the second Assistant Public Works Director recruitment.
2. Provide other direction to staff.

PUBLIC NOTICING – Agenda posting.

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