



COUNCIL REPORT

DATE: February 28, 2023
CATEGORY: Consent
DEPT.: Human Resources
TITLE: **Amend Professional Services Agreement for Executive Recruitment Services**

RECOMMENDATION

Authorize the City Manager or designee to execute an amendment to a professional services agreement with Teri Black and Company, LLC, for a two-year term providing recruitment and selection services in a total amount not to exceed \$365,050.

BACKGROUND

The Human Resources Department (HR) 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 separations and a competitive job market, the demand for filling executive and other critical positions has significantly increased. To provide flexibility to manage the recruitment workload and fill executive-level or specialized positions, HR contracts for some external recruitment services. This allows HR staff to successfully fill positions despite limited staff resources in a challenging job market.

In July 2022, HR entered into an agreement with Teri Black and Company, LLC, in the amount of \$30,000 for recruitment and selection services for the Finance and Administrative Services Director position. In December 2022, HR amended the agreement to add \$62,050 in compensation and add additional recruitment and selection services to conduct a search for an Assistant City Manager, Deputy Zoning Administrator, and Assistant Community Development Director. The amended maximum compensation under Amendment No. 1 is \$92,050, and HR has foreseeable needs for additional recruitment services.

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.

ANALYSIS

In June 2022, HR contracted with another executive search firm to conduct the recruitment to fill the Deputy Building Official (DBO) position. The firm conducted two rounds of interviews and were ultimately unsuccessful with filling the position. HR has identified the need to engage Teri Black and Company, LLC, to conduct the recruitment search for the DBO in addition to the recruitment for the recently vacated Business Development Specialist. This added scope of services would result in an estimated total payment to Teri Black and Company, LLC, in the amount of \$165,050.

For timely support to fill future vacancies of executive and other critical positions during Fiscal Years 2022-23 and 2023-24, HR recommends an additional \$200,000 preapproved for future potential amendments.

FISCAL IMPACT

There is sufficient funding in the Fiscal Year 2022-23 budget to fund these additional costs; therefore, no additional appropriation is required at this time. Funding for Fiscal Year 2023-24 will be included in the Fiscal Year 2023-24 budget and will be presented to the City Council for adoption.

ALTERNATIVES

1. Authorize the City Manager or designee to execute professional service amendments with Teri Black and Company, LLC, for recruitment and selection services in an amount not to exceed \$165,050 for the Deputy Building Official and Business Development Specialist vacancies. Staff would return for Council authorization in the future as necessary to amend the contract above this amount.
2. Do not authorize the City Manager or designee to enter into the amended agreement with Teri Black and Company, LLC, to conduct recruitments to fill the Deputy Building Official and Business Development Specialist vacancies or other future executive or critical-position vacancies.
3. Provide other direction to staff.

PUBLIC NOTICING—Agenda posting.

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