



DATE: October 12, 2021

CATEGORY: Consent

DEPT.: Human Resources

TITLE: **Professional Services Contract with Teri Black and Company, LLC, to Conduct the City Attorney Recruitment Process**

RECOMMENDATION

1. Authorize the Human Resources Director to execute a professional services contract with Teri Black and Company, LLC, in an amount not to exceed \$33,000 to conduct the recruitment and selection process to fill the anticipated vacancy of the City Attorney position.
2. Appropriate \$33,000 from the Human Resources Department General Non-Operating Fund for the cost of these services. (Five votes required)

BACKGROUND

City Attorney Krishan Chopra announced his retirement from the City of Mountain View effective December 30, 2021 after 12 years of service with the City. The recruitment and selection process for a City Attorney is a significant undertaking, typically supported by an executive search firm. Executive search firms have substantial experience working with city councils and assessing candidates to determine those who are the best fit for the City. The City Attorney position requires extensive knowledge and experience as a municipal attorney to advise the City Council, boards, commissions, and City officials in matters of law related to the conduct of City business. Firms, such as Teri Black and Company, LLC, have experience and professional networks to conduct outreach in order to identify and attract highly qualified candidates.

ANALYSIS

Staff seeks Council's approval to execute a contract with Teri Black and Company, LLC, to conduct the recruitment and selection process to fill the anticipated City Attorney vacancy. Approval of this contract and appropriation of general operating funds is consistent with direction provided by Council in a Closed Session meeting on Public Employee Appointment—Title of Position: City Attorney. This report serves as the

public reporting of action taken in Closed Session under the Brown Act relative to this Council appointee.

FISCAL IMPACT

The cost of services is not expected to exceed \$33,000 and will be funded from the General Non-Operating Fund, which has sufficient available funds.

ALTERNATIVES

1. Provide staff with direction to enter a contract with another recruiting firm.
2. Provide other direction to staff.

PUBLIC NOTICING – Agenda posting.

Prepared by:

Sue C. Rush
Human Resources Director

Approved by:

Audrey Seymour Ramberg
Assistant City Manager/
Chief Operating Officer

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032-10-12-21CR
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