



Legislation Text

File #: 22-436, **Version:** 1

Adopt a Resolution to Approving and Authorizing the City Manager to Execute an Amendment to the Consulting Services Agreement Between the City of San Leandro and Teri Black and Company, LLC for Additional Recruiting Services for a Total Maximum Amount of Compensation of \$72,000

SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council authorize the City Manager to execute an amendment to the Consulting Services Agreement between Teri Black and Company, LLC for additional recruiting services.

BACKGROUND

On March 21, 2022 the City entered into an agreement with Teri Black and Company, LLC for recruiting services to fill the vacant Chief Technology Officer position. The original agreement was approved by the City Manager for \$28,000 to conduct an executive search for a new Chief Technology Officer. The proposed amendment is to expand services to include the recruitment of a Finance Manager, which will cost an additional \$44,000.

Analysis

Recruiting for various positions has become increasingly challenging due to the competitive labor market. While the City continues to research and analyze ways to attract quality candidates, utilizing a professional search firm is advantageous for difficult to fill executive and management positions. A professional search firm can proactively conduct extensive advertising, marketing, and candidate outreach activities.

Teri Black and Company, LLC has extensive experience with recruitment in local government and has conducted multiple searches for the City, including a successful Finance Director recruitment in 2020. This unique familiarity with the City and the Finance Department's organization will help expedite the recruitment for a Finance Manager, which is a difficult to fill position. The Finance Department seeks to recruit for two (2) vacancies, which would include one to underfill the recently vacated Assistant Finance Director and a second with oversight of the City's budget. The Finance/Budget Manager position became vacant after the manager was transferred to another department due to an internal promotion.

Staff requests approval of an additional \$44,000 to amend the current Consulting Services Agreement for a new maximum amount of compensation of \$72,000.

Financial Impacts

Sufficient funds are included in the Fiscal Year 2022-2023 General Fund Budget in Accounts 010-12-060-5120 and 010-12-052-5120.

ATTACHMENTS

- *Attachment A: Resolution of the City of San Leandro City Council an Amendment to the Consulting Services Agreement Between the City of San Leandro and Teri Black and Company, LLC for Additional Recruiting Services*
- *Attachment B: Amendment #1 with revised Scope of Work and Compensation Schedule*
- *Attachment C: Consulting Services Agreement between the City of San Leandro and Teri Black and Company, LLC*

Please note: a fully executed agreement will be attached to this legislative file following approval of this action.

PREPARED BY: Emily Hung, Human Resources Director, Human Resources Department