



**TOWN OF LOS GATOS
SPECIAL MEETING OF THE TOWN COUNCIL
AGENDA
MARCH 15, 2024
110 EAST MAIN STREET AND TELECONFERENCE
TOWN MANAGER'S OFFICE, TOWN HALL (UPSTAIRS)
4:00 PM**

*Mary Badame, Mayor
Matthew Hudes, Vice Mayor
Rob Moore, Council Member
Rob Rennie, Council Member
Maria Ristow, Council Member*

IMPORTANT NOTICE

This is a hybrid meeting and will be held in-person in the Town Manager's Office (upstairs) at Town Hall, 110 E. Main Street and virtually through the Zoom webinar application (log-in information provided below). Members of the public may provide comments in-person or virtually through the Zoom webinar, by following the instructions listed below.

This meeting will be teleconferenced pursuant to Government Code Section 54953(b)(3). Council Member Rob Rennie will be participating from a teleconference location at 400 Fairview Blvd # 172, Incline Village, NV 89451. The teleconference location shall be accessible to the public and the agenda will be posted at the teleconference locations 24 hours before the meeting.

PARTICIPATION

To provide oral comments in real-time during the meeting:

- Zoom: Join from a PC, Mac, iPad, iPhone or Android device: Please click this URL to join: https://losgatosca.gov.zoom.us/j/81597874966?pwd=Cm504CIBXcE3_0kq99m2njQeZNhzyA.Gl15rteL7E8o_P8q Passcode: 748825. You can also type in 815 9787 4966 in the "Join a Meeting" page on the Zoom website at <https://zoom.us/join>.
- Via Telephone: Dial: 636 651 0008 or 877 336 1839 (US Toll Free) Conference code: 1052180
o If you are participating by calling in, press #2 on your telephone keypad to raise your hand.
- In-Person: If you wish to speak on the Closed Session item, you may do so during the "Verbal Communications" period of the agenda. Additional comments on the Open Session item will be taken during that item. The time allocated to speakers may change to better facilitate the Town Council meeting.

When called to speak, you may be asked to provide your full name and your town/city of residence. This identifying information is optional and not a requirement for participation. Please limit your comments to three (3) minutes, or such other time as the Mayor may decide.

If you are unable to participate in real-time, you may email to Clerk@losgatosca.gov the subject line "Public Comment Item #__" (insert the item number relevant to your comment). Comments received by 11:00 a.m. the day of the meeting will be reviewed and distributed before the meeting. All comments received will become part of the record.

CALL MEETING TO ORDER

ROLL CALL

APPROVE REMOTE PARTICIPATION *(This item is listed on the agenda in the event there is an emergency circumstance requiring a Council Member to participate remotely under AB 2449 (Government Code 54953)).*

VERBAL COMMUNICATIONS *(Members of the public may address the Town Council only on the agenda items. Remarks shall be limited to three minutes or such time authorized by the Mayor.)*

THE TOWN WILL MOVE TO CLOSED SESSION ON THE FOLLOWING ITEMS:

1. Public Employee Appointment [Government Code Section 54957(b)(1)]
Title: Town Manager

RECONVENE IN OPEN SESSION

2. Consider Selecting an Executive Recruiting Firm for the Town Manager Recruitment and Provide Direction Regarding the Recruitment Process

ADJOURNMENT

ADA NOTICE In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk's Office at (408) 354- 6834. Notification at least two (2) business days prior to the meeting date will enable the Town to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR §35.102-35.104]



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

ITEM NO. 2.

MEETING DATE: 03/15/2024

DATE: March 24, 2024
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Consider Selecting an Executive Recruiting Firm for the Town Manager
Recruitment and Provide Direction Regarding the Recruitment Process

RECOMMENDATION:

Consider selecting an executive recruiting firm for the Town Manager recruitment and provide direction regarding the recruitment process.

BACKGROUND:

Typically, local government executive recruitments are led by professional executive recruiting firms with experience serving public sector clients. The Town used the services of Teri Black & Company for the Town Attorney recruitment. This firm is under contract with the Town through this calendar year and is currently conducting the Human Resources Director recruitment.

DISCUSSION:

Under the Town's Procurement Policy, expenditures under \$50,000 require three quotes. The Town received the following quotes from three well-regarded public sector recruiting firms with personnel having demonstrated experience recruiting for City/Town Managers:

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

SUBJECT: Town Manager Recruitment

DATE: March 14, 2024

DISCUSSION (continued):

	Base Cost	Expenses	Total Cost	Availability
Teri Black, <i>Teri Black & Co.</i>	\$26,000 to 30,000	\$11,300 to 14,900	\$37,900 to 44,900	Late May/ Early June
Gary or Valerie Phillips <i>Bob Murray & Assoc.</i>	\$27,000	\$7,000	\$34,000	In Two Weeks
Anton Dahlerbruch <i>Peckham & McKenney</i>	\$29,000	\$1,500 if Council wishes a community forum	\$29,000 to 30,500	Immediately

The variability in the price for Teri Black & Co. depends upon the amount of internal and external stakeholder engagement in the development of a candidate profile, and the number of in-person meetings with Ms. Black.

Staff looks forward to the Council's direction regarding these firms.

Alternatively, the Council may:

- Request quotes from additional firms,
- Request a more formal proposal from each of the firms, and/or
- Request another Special Meeting in open session to interview the three recruiters.

Once a firm is selected, the recruiter would identify the specific process steps and develop a recruitment schedule.

CONCLUSION:

Staff looks forward to the Council's direction on the Town Manager recruitment process.

COORDINATION:

The preparation of this report was coordinated with the Town Attorney's Office and the Finance Department.

FISCAL IMPACT:

The Adopted and Adjusted Fiscal Year 2024/25 Operating Budget has funding available for the Town Manager recruitment.

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SUBJECT: Town Manager Recruitment

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ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.