



**SPECIAL MEETING OF THE TOWN COUNCIL**  
**AGENDA**  
**APRIL 8, 2024**  
**110 EAST MAIN STREET AND TELECONFERENCE**  
**TOWN COUNCIL CHAMBERS**  
**11:30 AM**

*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 at the Town Council Chambers at 110 E. Main Street and virtually through Zoom Webinar (log-in information provided below). Members of the public may provide public comments for agenda items in-person or virtually through the Zoom Webinar by following the instructions listed below. The live stream of the meeting may be viewed on television and/or online at [www.LosGatosCA.gov/TownYouTube](http://www.LosGatosCA.gov/TownYouTube).

**HOW TO PARTICIPATE**

The public is welcome to provide oral comments in real-time during the meeting in three ways:

**Zoom Webinar (Online):** Join from a PC, Mac, iPad, iPhone or Android device. Please click this URL to join: <https://losgatosca-gov.zoom.us/j/84839699876?pwd=-vI9STHBpWUBIBFZcYsCKNR4SvbVuQ.dR-rtUVzSmWpgLnB>

Passcode: 188914 You can also type in 848 3969 9876 in the “Join a Meeting” page on the Zoom website at and use passcode 188914.

- When the Mayor announces the item for which you wish to speak, click the “raise hand” feature in Zoom. If you are participating by phone on the Zoom app, press \*9 on your telephone keypad to raise your hand.

**Telephone:** Please dial (877) 3361839 for US Toll-free or (636) 651-0008 for US Toll. (Conference code: 686100)

- If you are participating by calling in, press #2 on your telephone keypad to raise your hand.

**In-Person:** Please complete a “speaker’s card” located on the back of the chamber benches and return it to the Town Clerk before the meeting or when the Mayor announces the item for which you wish to speak.

**NOTES:** (1) Comments will be limited to three (3) minutes or less at the Mayor’s discretion.  
(2) If you are unable to participate in real-time, you may email to [Clerk@losgatosca.gov](mailto:Clerk@losgatosca.gov) the subject line “Public Comment Item #\_\_” (insert the item number relevant to your comment). All comments received will become part of the record.

(3) Deadlines to submit written comments is 10:00 a.m. on the day of the Council meeting for inclusion in a desk item.

**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 are welcome to address the Town Council on any matter that is listed on the agenda. To ensure all agenda items are heard, this portion of the agenda is limited to 30 minutes. In the event additional speakers were not able to be heard during the initial Verbal Communications portion of the agenda, an additional Verbal Communications will be opened prior to adjournment. Each speaker is limited to no more than three (3) minutes or such time as authorized by the Mayor.)*

**OTHER BUSINESS**

1. Provide Direction on the Town Manager Recruitment

**ADJOURNMENT** *(Council policy is to adjourn no later than midnight unless a majority of Council votes for an extension of time)*

**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**

MEETING DATE: 04/08/2024

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DATE: April 4, 2024  
TO: Mayor and Town Council  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Provide Direction on the Town Manager Recruitment

**RECOMMENDATION:**

Provide direction on the Town Manager recruitment.

**BACKGROUND:**

On April 2, 2024, the Town Council authorized the Town Manager to execute a contract with Peckham & McKenney for executive search services for the Town Manager recruitment. The executive recruiter and Chief Executive Officer for the firm, Anton (Tony) Dahlerbruch, will be participating via Zoom.

The purpose of this meeting is to review the overall search process, schedule, and other aspects of the recruitment, and for the Council to provide direction on key elements.

**DISCUSSION:**

At the meeting, Mr. Dahlerbruch intends to inform the Town Council of the current recruitment landscape for City/Town Managers. For example, three City/Town Managers within Santa Clara County are scheduled to retire at the end of June 2024 (Los Gatos, Saratoga, and Sunnyvale).

Mr. Dahlerbruch has prepared a draft schedule and will review the factors affecting the timelines at the meeting. (see Attachment 1).

Mr. Dahlerbruch has identified the following discussion questions for which the Council should provide direction:

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Reviewed by: Town Manager and Town Attorney

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SUBJECT: Provide Direction for the Town Manager Recruitment

DATE: April 4, 2024

DISCUSSION (continued):1. Development of the Candidate Profile

- a. As a first step, would the Council prefer Mr. Dahlerbruch have individual phone calls with each Council member? After gathering the information, Mr. Dahlerbruch would consolidate the information into a draft candidate profile for the full Council to review, discuss, modify, and achieve consensus before typesetting the document. In each conversation, the recruiter will be asking each Council member:
  - i. The top two or three Council priorities for the Town Manager,
  - ii. The top two or three professional attributes of the Town Manager to be successful with the Town Council, community, Department Directors, staff, and other interest groups/stakeholders, and
  - iii. Current and future issues, challenges, and projects related to serving as Town Manager
- b. Alternatively, would the Council prefer to first discuss as a group the primary work plan priorities and professional attributes for the new Town Manager at this meeting and then have individual conversations? If so, the Council should discuss questions i through iii above.

Regardless of the order (whether “a” or “b” is first), Mr. Dahlerbruch will provide the Town Council with a draft WORD version of the candidate profile for review and approval, and then return again to the Town Council with the PDF typeset copy for final approval.

- c. Would the Town Council like the recruiter to obtain input from the Executive Team (Department Directors and other senior leaders in the Town organization) for the candidate profile? This is recommended to be conducted by the recruiter and can be accomplished efficiently with a single Zoom meeting.

2. Ad Hoc Subcommittee

- a. Would the Council wish to appoint an ad hoc subcommittee of two Council members to work with the recruiter on the candidate profile and other tasks prior to the products being provided to the Town Council?

3. Candidate Interviews

The recruiter’s recommended schedule is two consecutive days of interviews with the first day consisting of six (or seven) interviews by the full Town Council where, at the end of the day, the Council selects two (potentially three) finalists. The second day starts in the morning with each candidate participating in a “meet & greet” with the Department Directors. This is followed in the afternoon with the Council conducting a

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DISCUSSION (continued):

second interview with each candidate. At the end of the day, the recruiter shares the “observations” of the Directors, and the Council deliberates to select a finalist.

- a. Would the Town Council like certain Department Directors to be part of the initial and/or final interviews? If so, which Directors?
- b. Is the Town Council interested in paying for travel and lodging expenses for out of the area candidates?

4. Confirm the Role(s) of the Town Attorney

- a. Provide Town Council with confidential communications regarding the recruitment from the recruiter
- b. Assist in drafting the Town Manager employment agreement (the recruiter would negotiate the agreement with the selected candidate on behalf of the Town Council)

5. Staff Liaison(s)

- a. Which staff member(s) should be the primary contact for the recruiter to assist with meeting scheduling, providing photographs for the recruitment brochure, distributing confidential information to the Town Council? (For example, under the direction of the Town Manager, a Human Resources Analyst could assist with photographs and interview scheduling, and Executive Assistant Judd could schedule special Council/Ad Hoc meetings.)

6. Town Council Responsibilities

- a. Direct all inquiries regarding the recruitment to Mr. Dahlerbruch at Peckham & McKenney
- b. Attend all Council meetings regarding the recruitment
- c. Maintain confidentiality of all applicants
- d. Build consensus for decisions
- e. Other?

CONCLUSION:

For the Town Council’s discussion and ultimate decisions with regard to items 1 – 6 above, Mr. Dahlerbruch will provide information and recommendations.

COORDINATION:

The preparation of this report has been coordinated with the Town Attorney and Mr. Dahlerbruch.

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FISCAL IMPACT:

Providing direction for the recruitment has no fiscal impact.

ENVIRONMENTAL ASSESSMENT:

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

Attachment:

1. Proposed Schedule

**Town of Los Gatos  
Town Manager Search  
Proposed Draft Schedule 4/1/24**

ITEM NO. 1.

	Activity	Timeline <i>Without Ad Hoc Committee</i>	Timeline <i>With Ad Hoc Committee</i>
<b>I.</b>	<b>Pre-Recruitment</b>		<b>Pre-Recruitment</b>
	<ul style="list-style-type: none"> <li>• <b>Town Council Special Meeting</b> re: Town Manager priorities and recruitment process</li> <li>• Finalize project schedule</li> </ul>	Week of April 8	Week of April 8
<b>II.</b>	<b>Development of Candidate Profile</b>	<b>4/8/24 – 5/21/24</b>	<b>4/8/24 – 5/7/24</b>
	<ul style="list-style-type: none"> <li>• <u>Virtual meetings</u>: one-on-one with Mayor and each Council Member</li> <li>• Ad Hoc Committee provided draft WORD version for review</li> <li>• <b>Ad Hoc Committee meeting</b> for review/approval of draft WORD version</li> <li>• Town Council provided draft WORD version</li> <li>• <b>Town Council meeting</b> for review/approval of draft WORD version</li> <li>• Town Council provided TYPESET COPY for review</li> <li>• <b>Town Council meeting</b> for review/approval of TYPESET COPY version</li> </ul>	4/15/24 – 4/19/24	4/15/24 – 4/19/24
			4/26/24
			4/29/24
		5/3/24	
		5/7/24	
		5/17/24	5/3/24
		5/21/24	5/7/24
<b>III.</b>	<b>Recruitment</b>	<b>5/27/24 – 6/28/24 (5 weeks)</b>	<b>5/13/24 – 6/14/24 (5 weeks)</b>
	<ul style="list-style-type: none"> <li>• Recruiter will provide on-going updates during search, and summary at conclusion of recruitment</li> </ul>		
<b>IV.</b>	<b>Recruiter conducts/completes supplemental process with select applicants</b>	<b>7/1/24 – 7/19/24 (3 weeks)<sup>1</sup></b>	<b>6/17/24 – 6/28/24 (2 weeks)</b>
<b>V.</b>	<b>Recommendation of Candidates/Selection of Finalists</b>	<b>Week of July 22</b>	<b>Weeks of July 8 &amp; 15</b>
	<ul style="list-style-type: none"> <li>• <u>Optional virtual meeting (60 to 90 minutes)</u>: with <b>Ad Hoc Committee meeting</b> to review recommended candidates</li> <li>• <u>Virtual or in person meeting (60 to 90 minutes)</u>: with <b>Town Council (Closed Session)</b> to provide recommended candidates; Council selects finalists for interview process</li> <li>• Peckham &amp; McKenney notifies all candidates of status in recruitment process</li> </ul>		7/9/24 <sup>2</sup>
		7/23/24 <b>Special Meeting</b>	7/16/24
<b>VI.</b>	<b>Finalist Interview Process</b>	<b>Week of July 29</b>	<b>Week of July 22</b>
	<ul style="list-style-type: none"> <li>• <b>2 consecutive day in-person Town Council Closed Session</b> for interviews</li> </ul>	August 1 & 2	July 25 & 26
<b>VII.</b>	<b>Qualification</b>		
	<ul style="list-style-type: none"> <li>• Conduct thorough background and reference checks on leading candidate</li> <li>• Provide negotiation assistance</li> </ul>		

Note: All written materials relating to the recruitment generated by the Recruiter will be provided to the Town liaison for confidential distribution to the Town Council and for facilitating the exchange of information.

<sup>1</sup> Three (3) weeks because week of July 1 is a holiday week (applicants are not available).

of July 8 because July 3 is the soonest a meeting could be scheduled and the week of July 1 is a holiday week.