



## Legislation Text

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**File #:** CON 14-0029, **Version:** 2

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**TO:**

Honorable Mayor and Members of the City Council

**FROM:**

Bruce Moe, Acting City Manager

**SUBJECT:**

Award of Contract to Teri Black & Company for Community Development Director Recruitment Services; Appropriation of \$24,750 from the General Fund Available Fund Balance (Acting City Manager Moe).

**APPROVE AND APPROPRIATE**

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**RECOMMENDATION:**

Staff recommends that the City Council:

- a) Award a contract for Community Development Director recruitment services contract to Teri Black & Company in the amount of \$24,750; and
- b) Appropriate \$24,750 from the General Fund Available Fund Balance for these services.

**FISCAL IMPLICATIONS:**

This proposed expenditure is not budgeted and an appropriation from the General fund of \$24,750 is required.

**BACKGROUND:**

Community Development Director Richard Thompson has announced his planned retirement as of November, 2014. Mr. Thompson has served the City in this critical role for over 18 years. A successful recruitment to fill this position in a timely manner to allow for some overlap is desirable and would be best accomplished with the assistance of an Executive Search firm. The City Manager Designate Mark Danaj has indicated he would like to see the recruitment initiated with an Executive Search firm prior to his arrival so there is sufficient time for the position to be advertised and quality candidates identified for his review and consideration.

**DISCUSSION:**

The recent successful recruitment for the City Manager's position was undertaken by an Executive Search firm which was selected by the City Council after a request for proposal and evaluation process. As a professional services contract, selection is based upon many factors including relevant experience, the firm's understanding of the scope of services, proposed approach to recruitment, the consultant's availability and cost.

Given that recruitment was only recently completed, and that Teri Black & Company developed a great deal of insight into Manhattan Beach and current issues, a cost proposal was solicited from Teri Black & Company to undertake the Community Development Director search. The proposal (Attachment 1) from Teri Black & Company provides for a fee and reimbursable expenses in an

amount not to exceed \$24,750.

Teri Black & Company's prior experience with California cities, especially coastal cities, familiarity with the South Bay as a locally based firm, prior experience with the City, dedicated services of the firm principal, two year placement guarantee, and recommended approach resulted in this firm being ranked highest for the City Manager recruitment process. These factors also would apply to the Community Development Director recruitment.

A City standard form professional services contract has been prepared for these services and is attached. The City may cancel the contract at any time without cause upon a 30-day notice. The total contract amount is \$24,750 of which \$17,500 is a fixed fee for the services to be provided plus up to \$7,250 in reimbursable expenses.

**CONCLUSION:**

The recruitment and selection of the City's next Community Development Director will be a key decision for the City Manager Designate and the use of an executive Search firm for this process is recommended. As such, it is recommended that the City Council award a contract to Teri Black & Company for Community Development Director recruitment services in the amount of \$24,750. Further, staff recommends that the City Council appropriate \$24,750 from the available General Fund balance.

**Attachments:**

1. Proposal from Teri Black & Company
2. Agreement with Teri Black & Company