



DATE: September 1, 2009
TO: Mayor and City Council
FROM: Human Resources Director
SUBJECT: Authorization for City Manager to Execute Professional Services Agreement with Teri Black & Company to Conduct Executive Recruitments and Appropriate Funds

RECOMMENDATION

That Council adopts the attached Resolution authorizing the City Manager to execute an agreement with Teri Black & Company to conduct executive recruitments for Human Resources Director and Library and Neighborhood Services Director; and appropriates funds for this purpose.

BACKGROUND

In 2008, both the Human Resources Director position and the Library and Neighborhood Services Director position became vacant due to the resignations of the incumbents in those positions. As a result of these vacancies, the Finance Director is also serving as the Acting Human Resources Director, and the Library and Neighborhood Services Department has been reorganized and divided into other departments. An Interim Director of Library Services has been appointed to oversee day-to-day library operations. Neighborhood Services divisions have been temporarily assigned to Maintenance Services and the City Manager's office.

DISCUSSION

Additional resources are required to conduct an executive recruitment for these positions. To assist in these two recruitments, staff sent an Executive Search Request for Proposal to sixteen (16) firms. Twelve (12) firms responded. After careful review of the proposals, Teri Black & Company appears to be the best selection based on recruitment strategy, project schedule, experience, and professional fees. The search firm proposes to conduct both executive management recruitments simultaneously.

FISCAL IMPACT

The cost for the services of Teri Black & Company for the executive recruitments of the Human Resources Director and the Library and Neighborhood Services Director positions is \$30,000, plus expenses not to exceed \$15,000, for the duration of the recruitment. The Human Resources budget does not include these services; therefore, staff is requesting a budget amendment for \$40,000. Any expenses in excess of this amount will be absorbed in the current year budget.

Prepared by:



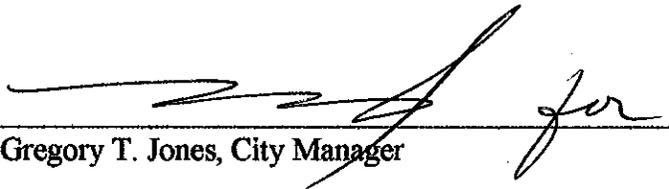
Phil Williams, Senior Human Resources Analyst

Recommended by:



Debra C. Auker, Acting Human Resources Director

Approved by:



Gregory T. Jones, City Manager

Attachment: Draft Resolution

DRAFT

ms 8/18/09

HAYWARD CITY COUNCIL

RESOLUTION NO. _____

Introduced by Council Member _____

**RESOLUTION AUTHORIZING THE CITY MANAGER TO
NEGOTIATE AND EXECUTE A PROFESSIONAL SERVICES
AGREEMENT WITH TERI BLACK & COMPANY TO
RECRUIT A HUMAN RESOURCES DIRECTOR AND A
LIBRARY AND NEIGHBORHOOD SERVICES DIRECTOR
AND APPROPRIATE FUNDS**

BE IT RESOLVED by the City Council of the City of Hayward that the City Manager is hereby authorized and directed to negotiate and execute a contract for services with Teri Black & Company to recruit a Human Resources Director, and a Library and Neighborhood Services Director in an amount of \$30,000, plus expenses not to exceed \$15,000, in a form to be approved by the City Attorney.

BE IT FURTHER RESOLVED by the City Council of the City of Hayward that Resolution No. 09-082, as amended, the Budget Resolution for fiscal year 2009-2010, is hereby amended by approving an appropriation of \$40,000 from the General Fund Reserves (Fund 100 to the Human Resources Department budget) for recruitment of Human Resources Director and Library and Neighborhood Services Director.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2009

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:

MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: _____
City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward