

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: AMY REEVE, HUMAN RESOURCES DIRECTOR,  
HUMAN RESOURCES DEPARTMENT  
SUBJECT: SECOND AMENDMENT TO PROFESSIONAL SERVICES  
AGREEMENT NUMBER F002506 WITH TERI BLACK &  
COMPANY, LLC FOR EXECUTIVE AND SENIOR MANAGEMENT  
RECRUITMENTS

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Human Resources Department that the Council, by resolution, approve a Second Amendment to Professional Services Agreement Number F002506 with Teri Black & Company, LLC in the amount of \$150,001 for a total contract amount not to exceed \$250,000 to provide recruitment services for various executive and senior management level positions.

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EXECUTIVE SUMMARY

Teri Black & Company has been assisting the City with recruitment services since 2019. Teri Black provides comprehensive executive recruitments. Services include all on-site visits for the purposes of gathering stakeholder feedback on candidate profiles, briefing client on results of each recruitment, facilitating panel interviews, assisting the client with selection deliberations and conducting background and reference checks.

BACKGROUND

Teri Black & Company, LLC (TBC) has a solid reputation for providing exemplary service to its clients and has enjoyed great success in recruiting impressive local government professionals throughout the Western United States.

As the longest established female-founded firm in the industry, TBC has an excellent track record for recruiting exceptional candidates and has been successful in consistently attracting diverse candidate pools.

SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH TERI BLACK & COMPANY, LLC F001539

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TBC has provided several executive level recruitments for the City such as Chief Financial Officer, City Clerk, Director of Community Programs and Engagement.

PRIOR CITY COUNCIL REVIEW

None.

ANALYSIS

The current service agreement with Teri Black & Company was entered into in March 23, 2022. A first amendment, with an effective date of March 7, 2023 added monies to the agreement in order to complete and pay Teri Black & Company for recruitments that they had performed for the City. The second amendment on March 14, 2023 extended the agreement an additional five years and added \$150,001 for future executive and difficult to recruit for City positions.

| Activity           | Date           | Amount      | Authorization |
|--------------------|----------------|-------------|---------------|
| Original Agreement | March 23, 2022 | \$54,200.00 | City Manager  |
| Amendment #1       | March 7, 2023  | \$45,799.00 | City Manager  |
| Amendment #2       | March 14, 2023 | \$150,001   | City Council  |

FISCAL IMPACT

The additional appropriations of \$150,001 amount for current and future years will come from adopted FY budgets, Charge Number 040101-5320.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guidelines Section 15378.”

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable.

NOTIFICATION

Not applicable.

SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH TERI  
BLACK & COMPANY, LLC F001539

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ATTACHMENTS

- Resolution/Exhibit A – Second Amendment to Professional Services Agreement  
Number F002506 with Teri Black & Company, LLC

PRESENTER

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