

*City of Brisbane*  
*Agenda Report*

To: City Council via City Manager

From: Maria Saguisag-Sid  
Principal Analyst

Subject: Recreation Manager Recruitment – Approval of Professional Services

Date: Meeting of February 19, 2015

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**Purpose:** To allow for a comprehensive recruitment with wider outreach for the new Recreation Manager position.

**Recommendation:** Authorize the City Manager to execute the proposal submitted for the services of Teri Black & Company to assist in the Recreation Manager recruitment process.

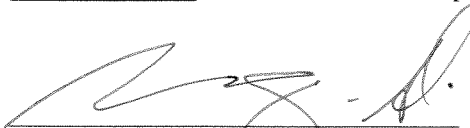
**Background and Discussion:**


In December 2014, the City Council approved the new position of Recreation Manager. This new position will report to the Deputy City Manager/ Administrative Service Director and oversee the Recreation Department by focusing on administering, promoting, organizing, and marketing comprehensive recreation programs and community services.

Staff is planning to recruit a seasoned individual that has experience in marketing recreation programs and in working directly with the community to build positive partnerships. To provide a wider range of candidate outreach, staff is recommending the use of a recruitment firm to assist in promoting and sourcing quality candidates for this position. Staff has requested quotes from three firms, and is recommending Teri Black & Company. Attached is a copy of their recruitment price quote with details of the scope of work they will cover. Staff feels that Ms. Black and her firm are very well qualified for this recruitment and that her fees are reasonable for the scope of work.

**Fiscal Impact:** The cost of services would be \$17,500 plus up to \$8,475 for expenses. This amount was not anticipated in the FY 2014/2015 budget. Therefore a supplemental appropriation would need to be approved in the amount of \$25,975. This amount is similar to our costs for using a recruitment firm for the Harbormaster search in 2014.

**Attachments:** Teri Black & Company Recruitment Price Quote

  
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Maria Saguisag-Sid  
Principal Analyst

  
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Clay Holstine  
City Manager



**City of Brisbane  
Recruitment Price Quote  
Recreation Manager  
February 2015**

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## **SCOPE OF WORK**

The scope of work presented represents a comprehensive Recreation Manager recruitment that includes the following services:

- Develop ideal candidate profile in consultation with the client/stakeholders
- Design and execute advertising and marketing campaigns
- Produce and distribute recruitment brochure (traditional & electronic mail)
- Conduct extensive personal outreach
- Conduct screening interviews
- Develop and deliver written report to client (highlighting the results of the recruitment and subsequent screening interviews)
- Design and facilitate candidate interviews with the Client
- Conduct background and reference checks (top candidate)
- Assist client with final selection deliberations
- Assist with negotiations and transition details

## **QUALIFICATIONS**

TB&Co. has extensive experience with recruiting from all disciplines for our local government clients. With respect to the Recreation field, successful recruitments have been conducted for the Cities of Hayward, Tustin and Modesto, along with the Ashland, OR Parks Commission and the Beach Cities Health District. Our Cultural, Community and Library Services clients include the Cities of Santa Clara, Hayward, Newport Beach, Riverside and Redwood City, among others.

## PROFESSIONAL FEES

The professional fee for the Recreation Manager recruitment will be \$17,500 for the Scope of Work articulated in this quote. This fee includes all onsite visits for the purpose of meeting with the Client and stakeholders as well as facilitating panel interviews and selection deliberation.

## REIMBURSABLE EXPENSES (NOT TO EXCEED)

Advertising	\$3,250
Recruitment Brochure & mailing	\$2,300
Misc. supplies/administrative expenses	\$ 600
Printing & FedEx	\$ 375
Background & records checks	\$ 550
Consultant Travel	\$1,400
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Project expenses (NTE)	\$8,475

## LEAD CONSULTANT/PRIMARY CONTACT

Teri Black will serve as the lead consultant and primary contact for this recruitment. One of the firm's Senior Recruiters and TBC support staff will also be engaged in the successful completion of this assignment.

Respectfully submitted:



Teri Black

Date: February 5, 2015

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