

STAFF REPORT

Date: May 8, 2024

To: Mayor and City Council

Through: Doug Thornley, City Manager

Subject: Staff Report (For Possible Action): Presentation, discussion, and potential direction to staff regarding the recruitment process to hire a City Manager, including identifying next steps such as authorizing the Human Resources Department to identify an executive recruitment firm, executing a contract with the identified executive recruitment firm, and managing the executive recruitment firm to bring forth a qualified and vetted candidate pool for Council's consideration, and/or providing other direction related to the recruitment and selection process.

From: Norma Santoyo, Director of Human Resources

Department: City Manager's Office – HR

Summary:

On April 8, 2024, the current City Manager, Doug Thornley, announced he would be leaving his position effective July 7, 2024. Article 3, section 3.020 of the Reno City Charter requires any vacancy in the City Manager position to be filled no later than six (6) months after the vacancy occurs. Staff is seeking direction from Council regarding the process they would like to use to fill the City Manager position and recommends directing the Human Resources Department to retain the services of an executive recruitment firm to execute this process.

Alignment with Strategic Plan:

Not Applicable

Previous Council Action:

There is no recent Council action relevant to this item.

Background:

On April 8, 2024, the current City Manager, Doug Thornley, announced he would be leaving his position effective July 7, 2024. Article 3, section 3.020 of the Reno City Charter requires any vacancy in the City Manager position to be filled no later than six (6) months after the vacancy occurs.

Discussion:

The first step in the process of recruiting, selecting, and hiring the next City Manager, is to identify who Council desires to facilitate the process. In the interest of promoting neutrality and timeliness in the process, staff is recommending an independent executive recruitment firm be retained to facilitate a comprehensive recruitment and selection process.

An independent executive recruitment firm has the specialized expertise and resources to conduct the recruitment process that would be difficult to replicate via an internal process, including dedicated professional staff. Additionally, executive recruitment firms have pre-established outreach networks that provide a broader reach to both passive and active candidates. This lends itself to more effectively targeting candidates who possess the qualifications and characteristics that Council is seeking in the next City Manager.

Facilitating the process via internal processes would require extensive involvement from a variety of City departments, including Human Resources, Communications, Equity and Community Relations, the City Manager's Office, the City Clerk's Office, and potentially others.

Due to the short timeline to fill the City Manager position, should Council direct the Human Resources Department to retain the services of an executive recruitment firm to facilitate this process, the Human Resources Department has a viable pool of qualified executive recruitment firms that it could draw from in identifying and selecting a firm well-suited for the task. This viable pool was generated through an open Request for Qualifications (RFQ) process conducted in May 2022. This RFQ was open for a thirty (30) day window and produced eight (8) respondents.

Executing a comprehensive recruitment and selection process will require approximately six (6) months to complete. Below is a high-level overview of the general timeline and steps involved in executing a comprehensive recruitment and selection process:

- June – Council is engaged in a pre-recruitment process to identify Council's vision for the characteristics desired in the next City Manager. Council would be asked to provide feedback and guidance to the executive recruitment firm to inform the development of the (1) scope of the recruitment; (2) Council's top priorities; (3) desired knowledge, skills, and abilities of candidates to be brought forth for Council's consideration; (4) desired stakeholder and public engagement processes; and (5) any other key details necessary to formulate the recruitment strategy, materials, process, and timeline.
- July – Council is presented with the recruitment materials, process, and timeline for approval. The application period would launch following Council's approval.
- August to September – The recruitment and candidate vetting process occurs.
- October - A pool of qualified and vetted candidates is brought forward for Council's review and consideration.

- November/December – Council interviews selected candidates, makes a selection, and provides direction on desired employment contract terms to be negotiated with the selected candidates.
- December – Council approves the final employment contract.

Financial Implications:

The total cost to retain the services of an executive recruitment firm to conduct a comprehensive recruitment and selection process depends upon the direction Council provides regarding the scope of the process. It is estimated that the cost would not exceed \$75,000. This cost would be funded by the City's contingency funds.

Legal Implications:

Legal review completed for compliance with City procedures and Nevada law.

Recommendation:

Staff recommends Council provide direction and authorization to execute the next steps in the recruitment and selection process for the next City Manager, and/or provide other direction related to the recruitment and selection process, by directing the Human Resources Department to retain the services of an independent executive recruitment firm.

Proposed Motion:

I move to approve authorizing the Human Resources Department to identify and select an executive recruitment firm; executing a contract with the firm not to exceed \$75,000; and managing the firm to bring forth a qualified and vetted candidate pool for Council's consideration in selecting a City Manager no later than six (6) months after the vacancy occurs in the position, as per Article 3, section 3.020 of the Reno City Charter.

Attachments: