

STAFF REPORT

Date: June 5, 2024

To: Mayor and City Council

Through: Doug Thornley, City Manager

Subject: Staff Report (For Possible Action): Presentation, discussion, and possible direction regarding the recruitment and selection process including feedback to develop a recruitment strategy and recruitment brochure.

From: Norma Santoyo, Director of Human Resources

Department: City Manager's Office – HR

Summary:

City Manager, Doug Thornley, will vacate his position effective July 7, 2024. On May 8, 2024, Council authorized the Human Resources Department to identify and select an executive recruitment firm to assist Council in searching for and selecting the next City Manager. Staff has selected Bob Murray & Associates and is presenting the principal recruiter to gain feedback from Council on the recruitment and search process. Staff is asking Council to provide feedback on the qualities they would like to see in the next City Manager and any key aspects of the recruitment process. Staff will work with the recruitment firm and bring back a draft of the brochure and strategy in July for Council approval.

Alignment with Strategic Plan:

Not applicable

Previous Council Action:

On May 8, 2024, Council authorized the Human Resources Department to identify and select an executive recruitment firm to conduct the recruitment for the City's next City Manager and authorized a not to exceed value of \$75,000 to be used from the contingency fund. Further, Council directed the Human Resources Department to present the selected recruiter to the Reno City Council in June 2024 for direction on the recruitment and selection process.

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 Human Resources Department has selected Bob Murray & Associates to conduct an executive search and assist Council in hiring the next City Manager. This firm was selected after a request for qualification (RFQ) process produced five (5) respondents.

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.

Staff and the recruitment firm are asking Council for input on the recruitment process, including the qualities Council would like to see in the next City Manager and key aspects to the recruitment process that Council would like to see. This feedback will be used to draft a recruitment brochure and strategy, which will be presented to Council in July 2024 for approval.

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. Council previously approved a not to exceed amount of \$75,000 to be funded with the City's contingency fund account.

Legal Implications:

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

Recommendation:

Staff recommends providing Bob Murray & Associates direction regarding the recruitment and selection process including the development of a recruitment strategy and recruitment brochure to be presented to Council in July 2024 for approval.

Proposed Motion:

I move to direct staff to work with Bob Murray & Associates to develop a draft of a recruitment strategy and recruitment brochure based on the feedback provided by Council today.

Attachments: