

STAFF REPORT

Date: December 4, 2024

To: Mayor and City Council

Through: Jackie Bryant, Interim City Manager

Subject: Staff Report (For Possible Action): Update, discussion, and potential direction to Bob Murray & Associates regarding City Manager recruitment progress and future actions.

From: Cody Freeman, Human Resources Business Partner

Department: City Manager's Office – HR

Summary:

Bob Murray & Associates was retained to conduct an executive recruitment for Reno's next City Manager. On June 5, 2024, Council provided feedback to Gary Phillips, the principal recruiter, on the recruitment process and the desired qualities of the next City Manager. On August 14, 2024, Council approved the recruitment brochure and strategy and provided direction to Bob Murray & Associates. Mr. Phillips has conducted an executive search and is now presenting an update for Council on the recruitment efforts while also seeking direction on future actions regarding the City Manager search.

Alignment with Strategic Plan:

Governance and Organizational Effectiveness

Previous Council Action:

August 12, 2024 – Council approved the use of the candidate brochure and recruitment strategy. Council authorized Gary Phillips, the principal recruiter, from Bob Murray & Associates to select up to five (5) top qualified candidates to be presented to the Reno City Council for consideration.

June 5, 2024 – Gary Phillips from Bob Murray & Associates was presented as the executive recruiter that will handle the search for the next City Manager. Council provided their vision on the recruitment process and their ideal candidate.

May 8, 2024 – Council provided direction and authorization to execute the next steps in the recruitment and selection process for the next City Manager and directed staff to retain the

services of an independent executive recruitment firm.

Background:

On April 8, 2024, former City Manager Doug Thornley announced his resignation, effective July 7, 2024. Article 3, Section 3.020 of the Reno City Charter mandates that any vacancy in the City Manager position must be filled within six months. Council authorized the selection of an executive recruitment firm to lead the search for the City Manager position.

At the June 5, 2024 Reno City Council meeting, Bob Murray & Associates was introduced to Council as the selected recruitment firm. During this meeting, Council provided feedback to shape the recruitment process, including:

- Scope of the recruitment.
- Council's priorities for the role.
- Desired knowledge, skills, and abilities in candidates.
- Stakeholder and public engagement processes.
- Key details for formulating the recruitment strategy and timeline.

On August 12, 2024, Council approved the candidate brochure and recruitment strategy developed by Bob Murray & Associates. Council authorized the firm to identify and present up to five (5) top qualified candidates for consideration.

Discussion:

In alignment with City Council's direction, Bob Murray & Associates has completed the initial phases of the recruitment process, including reviewing and screening applications to identify the most qualified candidates. Mr. Phillips is providing an update on these efforts and is seeking Council direction regarding future actions, including scheduling interviews or refining the selection process.

Financial Implications:

On May 8, 2024, Council authorized \$75,000 be used from contingency funds for this effort.

Legal Implications:

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

Recommendation:

Staff recommends Council provide direction regarding future actions for the City Manager recruitment process.

Proposed Motion:

I move to approve the future actions as directed by Council today regarding the City Manager recruitment process.

Attachments: