

## STAFF REPORT

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**Date:** August 14, 2024

**To:** Mayor and City Council

**Through:** Jackie Bryant, Interim City Manager

**Subject:** Staff Report (For Possible Action): Presentation, discussion, and potential direction to Bob Murray & Associates regarding the executive recruitment brochure and recruitment strategy, including direction on the number of qualified candidates to be presented to the Reno City Council, for the City Manager search.

**From:** Jill Atkinson, Interim HR Director

**Department:** City Manager's Office – HR

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### **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. Council's feedback and additional stakeholder listening sessions have been used to develop a recruitment brochure and strategy. Mr. Phillips will present the recommended recruitment brochure and strategy for Council's discussion and direction. As part of the recruitment strategy, Mr. Phillips is seeking direction on the number of qualified candidates he is authorized to present to the Reno City Council.

### **Alignment with Strategic Plan:**

Governance and Organizational Effectiveness

### **Previous Council Action:**

June 5, 2024 – Human Resources (HR) presented Gary Phillips, the principal recruiter, from Bob Murray & Associates 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 the HR to retain the services of an independent executive recruitment firm.

**Background:**

On April 8, 2024, former 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.

On May 8, 2024, the Reno City Council authorized HR to select an executive recruitment firm to conduct the search for the open City Manager position and provided input for the process.

On June 5, 2024, Bob Murray & Associates was presented to Council as the independent executive recruitment firm selected to lead the search for the next City Manager. Council engaged in a pre-recruitment process to identify Council's vision for the characteristics desired in the next City Manager. Council was asked to provide feedback and guidance to Bob Murray & Associates 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. Utilizing these discussions, and the feedback from other key stakeholders, a draft recruitment brochure and recruitment strategy has been developed for Council's consideration and direction.

**Discussion:**

Utilizing this brochure, along with industry standard recruitment techniques and efforts, Bob Murray & Associates will begin a national search for the next Reno City Manager. Staff is seeking direction from Council regarding the draft candidate brochure and recruitment strategy presented today. Part of this recruitment strategy includes providing direction to the executive recruiter on the number of qualified candidates to be brought forth at a future Reno City Council meeting for Council's consideration.

**Financial Implications:**

There are no new financial implications associated with this item. 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 and authorization to execute the next steps in the recruitment and selection process for the next City Manager utilizing the draft candidate brochure, and provide direction related to the number of qualified and vetted candidates to be brought forth at a future Reno City Council meeting for Council's consideration.

**Proposed Motion:**

I move to approve the use of the candidate brochure and recruitment strategy, including authorizing the recruiter to select up to five (5) top qualified candidates to be presented to the Reno City Council for consideration.

**Attachments:**