

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 10/27/08		Item Number: <u>A-5</u>	
AGENDA ITEM: Discussion Regarding the Recruitment Process for City Manager and Potential Direction to Staff Related Thereto.			
Contact Person/Dept.: Serena Wright/Human Resources		Phone Number: (310) 253-5640	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☐	
Public Notification: Master E-Mail Notification List (10/22/08)			
Department Approval: Serena Wright (10/22/08)		City Attorney Approval: Carol Schwab (by H. Baker) (10/22/08)	
Chief Financial Officer Approval: Jeff Muir (10/22/08)		City Manager Approval: Jerry B. Fulwood (10/22/08)	
<u>RECOMMENDATION:</u> Staff recommends the City Council discuss the recruitment process for City Manager. <u>BACKGROUND:</u> In light of the City Manager's recent retirement announcement, the City Council will soon commence the recruitment process to find a new City Manager. Recruiting and selecting a City Manager is one of the most important decisions of a City Council, as the position serves as a critical resource. Whereas the Council provides policy and political leadership for the community, the City Manager assists the Council in making policy choices, ensures those policies are implemented and provides the administrative leadership necessary for continued progress and high morale, and manages the daily operations of the City. <u>DISCUSSION:</u> There are many factors to consider when recruiting for a City Manager: criteria for the position, geographic scope of the search, recruitment timeline, interview process and compensation. Previous executive recruitments with the City Council have consisted of the Council sub-committee working with staff and the recruiter during the initial screening to			

City of Culver City, California
City Council Agenda Item Report

determine which applicants would move forward in the process. The recruiter then conducts interviews with the candidates recommended by the sub-committee to assess the candidates experience, accomplishments, management philosophy, and interpersonal style and to check references. Individual candidate assessment reports are then compiled and forwarded to the full City Council for consideration. The full City Council then determines which candidates will move forward to the internal interview process.

Previously, the internal interview process has consisted of the City Council conducting initial interviews of the recommended candidates and narrowing the pool down to the top 2 – 3 candidates. Top candidates would then interview with the executive management team, who would subsequently provide Council with feedback.

The City Council would then meet again with the finalists for a second interview before making a selection.

In addition to the above outline, the City has also solicited input in the executive recruitment process from community stakeholders and local business owners.

- During the 2003 City Manager (then Chief Administrative Officer) recruitment process, the City Council solicited written input from various community and local business members regarding the selection criteria.
- In 2007, the City Manager included members of the business community into the interview process for Community Development Director.

Below is a summary of the recent recruitment processes used in other cities for the City Manager position.

Beverly Hills The process consisted of three panels: 1) Department Heads 2) Community Panel and 3) City Manager Panel. The top three candidates then interviewed with the City Council. The pool was narrowed down to two candidates who were invited to dinner with their spouses and two members of the City Council and their spouses.

Inglewood The process consisted of Council interviews with 6 candidates, then a follow-up interview with the finalist.

Monterey Park The City Council conducted initial interviews narrowing the candidate pool down to the top two candidates. The Council received some community input at a City Council meeting as to what the community wanted in the new City Manager.

City of Culver City, California
City Council Agenda Item Report

Pasadena There was a public meeting held for the City Council to receive public input. In addition, comments were accepted via the City's website. Council then interviewed 7-8 candidates based on the executive recruiter's recommendation. The top three (3) candidates were identified and further interviewed. Extensive background and reference checks were conducted, including on-site visits.

West Hollywood There were two interview panels: One panel consisted of the City Council, the other was made up of other City Managers. The top candidates then went on to individual interviews with each Council member.

FISCAL ANALYSIS:

There is no fiscal impact from this discussion item.

ATTACHMENTS:

None

MOTION:

That the City Council:

Discuss the recruitment process for City Manager and direct staff as deemed appropriate.