

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 11/03/08		Item Number: <u>A-4</u>	
AGENDA ITEM: Discussion Regarding the Recruitment Process for City Manager and Potential Direction to Staff Related Thereto			
Contact Person/Dept.: Serena Wright		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 on 10/31/08			
Department Approval: Serena Wright (10/31/08)		City Attorney Approval: Carol Schwab (by H. Baker) (10/31/08)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (10/31/08)		City Manager Approval: Jerry Fulwood (10/31/08)	
<u>RECOMMENDATION:</u> Staff recommends the City Council discuss the recruitment process for City Manager and provide direction to staff. <u>BACKGROUND:</u> At the October 27, 2008 City Council meeting, the Council discussed a variety of recruitment options for the City Manager position, including processes that have been used in the past and methods utilized by some of our neighboring cities. At Council's direction, staff conducted further research to ascertain the pros and cons of the various methods. <u>DISCUSSION:</u> Council expressed interest in receiving input from the community for this important recruitment. There are many options that can be used to achieve this. Staff spoke with a number of cities in regards to the processes that were used to determine the feasibility of each method. In addition, staff contacted West Los Angeles Community College to discuss the recent recruitment that was conducted for College President. The following outlines staff's professional recommendation for the City Manager recruitment in light of the City Council's comments, feedback received from other cities, and staff's previous experience.			
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Public outreach

As noted in the prior report dated October 27, 2008, the City of Pasadena used their city website to allow the public the opportunity to provide comments on what characteristics were important for the new City Manager to possess. John Richo, Culver City's Chief Information Officer, has indicated that this is something that can be placed on our website. The comments posted by the community would then be provided directly to the executive recruiter.

Public outreach can also be gathered by conducting a Saturday Town Hall meeting. This meeting will allow community members the opportunity to express their thoughts directly to Human Resources and the executive recruiter.

Comments from the Town Hall meeting and via the website could then be summarized and provided to the City Council for consideration in developing the ideal candidate profile.

Applicant Confidentiality

Community input is an important part of the recruitment process for the City Manager. However, the City Council should also consider the potential consequences of early disclosure of candidates' names. Based upon input from other employers and professional recruitment firms, the possibility of having candidates' identity disclosed prior to the consummation of an employment contract may discourage otherwise qualified candidates from participating in the recruitment process. Therefore, staff is recommending that public input be gathered via the website and town hall meetings.

Interview process

Once viable candidates have been identified, the Council may want to consider one of the following options in developing its interview panel for the first interviews:

- Option one: Three mixed panels consisting of local city managers, community members (each councilmember selects one) and the chair of each of the City Commissions.
- Option two: Three distinct panels consisting of City Council, local city managers and community members.
- Option three: Two panels consisting of City Council and executive management team.
- Option four: Two mixed panels consisting of local city managers, labor representatives, management representatives, and community members.

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All of the above options would end with the City Council receiving feedback from the interview panels after which the City Council would privately determine the final 2-3 candidates. The final interview panels could consist separately of City Council and the executive management team. The executive management team would debrief with City Council before the Council makes their final determination.

Once the top candidate has been identified, the City Council may determine to continue past practice by authorizing the Mayor and one other Councilmember to contact the Mayor and another Councilmember of the candidates' current City (or in the case a non City Manager candidate is selected, both the Mayor and the selected Councilmember could speak with the candidates' supervisor). The recruiter will conduct extensive background and reference checks.

FISCAL ANALYSIS:

There may be minimal costs associated with this recruitment. However, this can be absorbed within the current year's adopted budget.

ATTACHMENTS:

None

MOTION:

That the City Council:

1. Discuss the recruitment process for City Manager and provide direction to staff.