



DATE: September 26, 2017

CATEGORY: New Business

DEPT.: City Manager's Office

TITLE: **Direction Regarding City Clerk Recruitment Process**

RECOMMENDATION

Staff recommends the City Council:

1. Engage the services of an executive search firm to conduct the recruitment to fill the anticipated vacancy of the City Clerk position, appoint a Council subcommittee to work with the recruiter and staff, provide any other guidance on the recruitment process; and
2. Appropriate and Transfer \$30,000 from the General Fund Reserve to the City Manager's Office General Operating Fund budget to fund the cost of these services. (Five votes required)

BACKGROUND

After over six years of service to the City of Mountain View and 28 total years of public service, City Clerk Lorrie Brewer has announced her retirement effective December 26, 2017. The recruitment and selection process for a City Clerk is a significant undertaking, typically supported by an executive search firm as discussed below. The recruitment process usually includes discussions with City Council to identify the desired background, experience, leadership style, and knowledge and skills of the ideal candidate; creating a brochure and conducting outreach; initial screening of applicants; developing a preliminary list of potential candidates for interviews; City Council interviews of finalists; reference checking of top candidates; and final selection by the City Council. While the selection of the final candidate will be made by all City Councilmembers, the process tends to go smoothest with the appointment of a Council subcommittee to work with staff and an executive search firm to facilitate progress through these steps.

ANALYSIS

The recruitment process to fill Council appointee or department head positions is typically conducted by firms dedicated to executive recruitment that have substantial experience working with city councils and assessing candidates to determine those who are the best fit for the City's needs. Such firms also have the experience and professional networks to conduct extensive outreach in order to identify and attract highly qualified candidates. This involves finding and marketing the position to candidates who might not be aware of the opportunity and providing insight on the City of Mountain View's workplace culture and values, the community, housing costs in the area, local amenities, and other factors that make the opportunity appealing.

There are several firms with substantial public sector recruitment experience in California that the City Council could consider. The criteria used for selecting a firm may include experience conducting City Clerk recruitments, availability of experienced recruiters, and the firm's quality of service delivery. In 2010, the City contracted with the Peckham and McKenney executive search firm to conduct the recruitment for City Clerk which resulted in the appointment of Lorrie Brewer on January 3, 2011. The City was satisfied with the services provided by Peckham and McKenney at that time.

Staff seeks Council's direction on how it wishes to proceed with the selection of an executive search firm. One option is to specify a firm that is of interest to the Council and direct staff to negotiate an agreement. Another option is for Council to direct staff to identify three or more qualified firms, request informal proposals, and schedule interviews. Alternatively, Council could direct that the recruitment be undertaken by City staff, as discussed in the Alternatives Section below.

Staff also seeks Council's direction on the appointment of a subcommittee to help support the recruitment process. Options include appointing the Mayor and Vice Mayor, the Council Appointments Review Committee, or some other combination of two or three Council members.

While it is not possible to set a specific time frame before an executive search firm is hired, generally the process to select a Council appointee takes about six months.

FISCAL IMPACT

Based on estimates from previous executive searches and an informal estimate received from a city with recent City Clerk recruitment experience, staff is requesting the City Council appropriate \$30,000 from the General Fund Reserve to the City Manager's Office General Operating Fund budget.

ALTERNATIVES

1. Solicit proposals from multiple executive search firms.
2. Provide staff with direction on a specific recruiting firm.
3. Direct staff to conduct the recruitment with current staff resources. Should the Council wish to have the recruitment process conducted internally, this would require a substantial amount of time and staff resources which would impact other open recruitments and staff assignments.

PUBLIC NOTICING – Agenda posting.

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