


## City of Alexandria, Virginia

## MEMORANDUM

**DATE:** MARCH 15, 2011

**TO:** THE HONORABLE MEMBERS OF CITY COUNCIL

**FROM:** MAYOR WILLIAM D. EUILLE 

**SUBJECT:** RECEIPT OF REPORT ON CITY COUNCIL PROCESS FOR RECRUITMENT AND SELECTION OF A NEW CITY MANAGER

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**ISSUE:** Receipt of a report on City Council process for recruitment and selection of a new City Manager.

**RECOMMENDATION:** That City Council approve the process for the recruitment and selection of the new City Manager as discussed below.

**DISCUSSION:** City Manager Jim Hartmann advised the City Council in a letter dated January 31 that he would be resigning as City Manager, effective in May sometime after the scheduled budget adoption. I know that each of you joins me in expressing appreciation to our City Manager for his outstanding service to the City.

I have asked the Director of Human Resources Cheryl Orr to assist with the impending recruitment. On February 22, we met with Ms. Orr to review the initial steps in the recruitment process. Ms. Orr presented information which indicated that the City has three Executive Recruiters on contract. City Council members opted to expand the list of Executive Recruiters in order to select one who will most closely meet our needs for this search. We have agreed to conduct a national search, which would be open to internal City candidates.

The Council selected Councilman Smedberg and me as the subcommittee members to facilitate the selection of the Executive Recruiter. The initial screening of a list of 11 potential companies has taken place. Councilman Smedberg and I have recommended that four of the 11 companies be further screened by Ms. Orr. She will provide more information on each of the companies. At the March 22 legislative meeting we will review the information in Executive Session and determine who to invite to Alexandria for a City Council interview, which will take place at a special Executive Session on April 5. Once we have interviewed representatives from each company, the City Council will select the company we want to assist us in this national search.

Secondly, the City Council agreed to empanel three Focus Groups. These groups will provide input on the characteristics and skills they think we should be looking for in our next City Manager. The first group (Citizen Advisory Group) will be composed of a diverse pool of citizens nominated by each of you. A memo has gone out to each of you, asking for two – three citizen nominations, keeping in mind that the Citizen Advisory Group should represent the diversity of the City. The second Focus Group will include a variety of City employees. I have asked the City Manager’s Staff and Department Heads to nominate employees and will expect that the pool of nominations we receive will be from all levels in the organization. Finally, we have identified the Department Heads as a resource for the recruiter. We have asked for Department Heads to let us know if they are interested in serving on the Department Head Focus Group. We expect to have all members for each group identified by the end of March. Human Resources will convene the groups to provide the feedback to the City Council in the month of April. The City Council will also accept comments from members of the community at the public hearing on Saturday, April 16<sup>th</sup>. This will allow community members the opportunity to provide additional feedback to the City Council on desired City Manager characteristics and skills. The Office of Communications will accept emails or written comments from the Public on behalf of the City Council. Then, the City Council will take into account all of the feedback while working with the Executive Recruiter.

The Executive Recruiter will be expected to develop a job profile, while recommending where advertising should occur. We anticipate using International City Management Association, The United States Conference of Mayors, the National League of Cities, the American Society of Public Administration, the National Association of Black Public Administrators, the National Association of Hispanic Public Administrators, the Virginia Municipal League and a variety of local government and diverse publications.

I am attaching an outline of the entire recruitment process in a timeline format, which you have reviewed and agreed to. Councilman Smedberg and I will provide City Council periodic written updates on the progress of the search. We look forward to a process which garners input from citizens and employees and indicates to potential candidates that we are clear about the expectations we have for the next City Manager.

**ATTACHMENTS:**

Attachment 1: City Manager Recruitment and Selection Process and Timeline

# City of Alexandria City Manager Recruitment Process March 2011

