

EXHIBIT NO. 1

9
4-16-11


~~16~~
~~3-22-11~~

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

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 16th. 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.

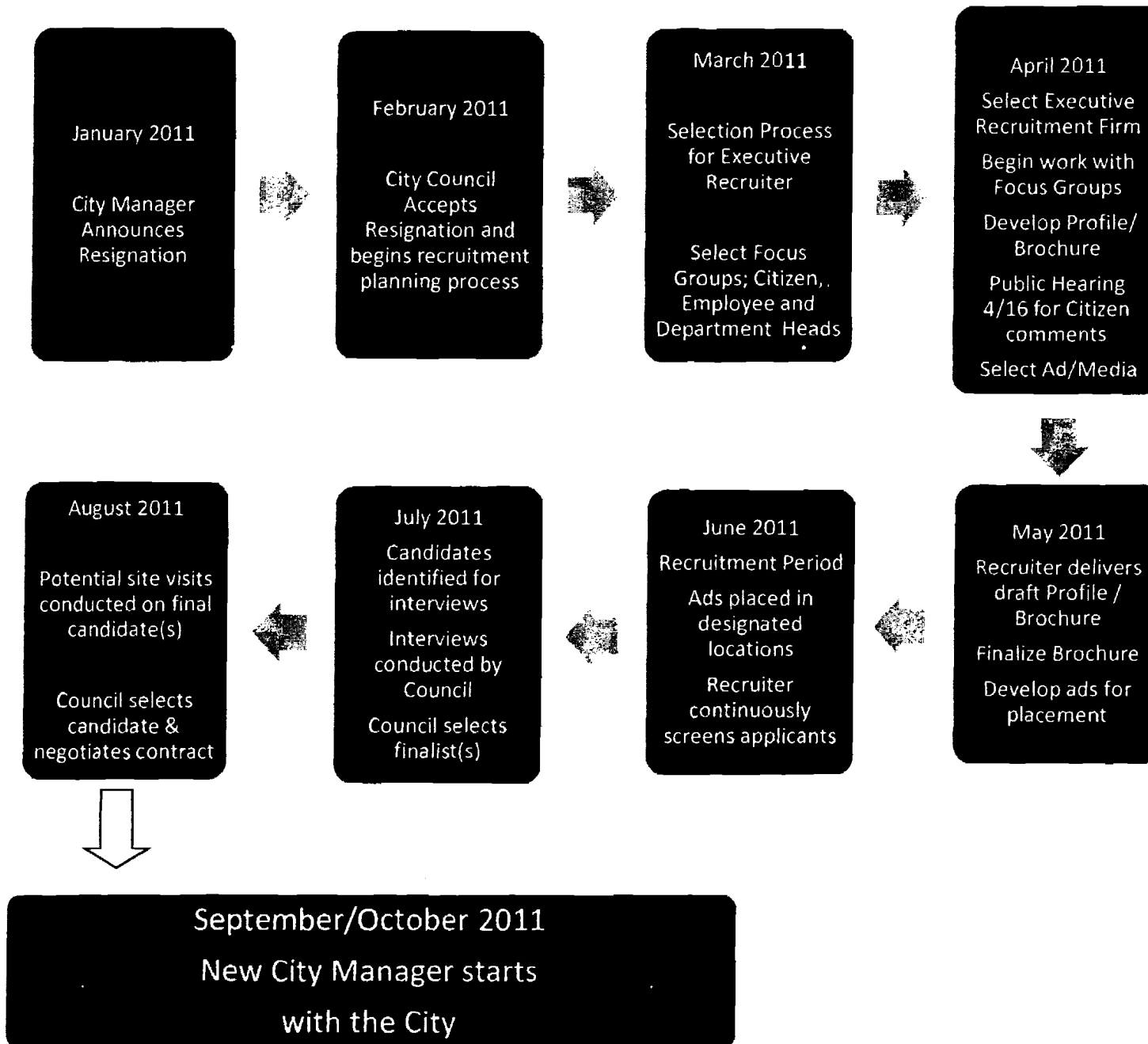
The Executive Recruiter will be expected to develop a job profile, while recommending where advertising should occur. We anticipate using International City Management Association, The United States Conference of Mayors, the National League of Cities, the American Society of Public Administration, the 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



ITEM 9: PUBLIC HEARING TO OBTAIN COMMUNITY INPUT ON THE RECRUITMENT

PROFILE FOR THE NEW CITY MANAGER.

Good morning Mr. Mayor and members of Council. My name is Anthony Barone and I am a newly appointed Citizen Member serving on the City of Alexandria EMS Council. However, today I represent myself as a Resident of the City of Alexandria. I am here today to provide additional feedback to the City Council on the desired City Manager characteristics and skills, independent of the recommendations provided to you by the three Focus Groups addressing this item.

As a resident of the City Alexandria, I am pleased when I find my community leaders focusing on issues such as achieving and maintaining quality schools, supporting economic development and stimulation, assuring clear and clean streets, and enhancing city aesthetics. However, I find significant value when my leaders prioritize first the health and safety of each and every fellow citizen and visitor, and as a result, provide uncompromising support to the men and women who strive everyday to keep us safe.

As a result, I sincerely request this Council to please consider the following four characteristics of a desired City Manager, without reservation:

1. A City Manager who is mindful of the potential threats and hazards, both natural and man-made, that serve as a constant threat to the City of Alexandria, a centrally located jurisdiction in the heart of the National Capital Region;
2. A City Manager who understands the importance of health and safety services, such as law enforcement, emergency medical services, fire/rescue departments, and public health;

City Council of Alexandria | Virginia, Public Hearing Meeting
Saturday, April 16, 2011 – 9:30am | Docket Items 9 and 11

3. A City Manager who demonstrates the willingness and ability to assure public health and public safety services not only meet, but exceed National standards and recommendations; and lastly,
4. A City Manager who has a vision to provide the residents and visitors of the City of Alexandria seamless public health and public safety services through the amelioration of existing service gaps and deficiencies posing unnecessary risks to our great city.

These characteristics I feel are important for our City Manager to possess. As a resident of the City of Alexandria, this is my voice. Thank you, Mr. Mayor, and members of Council, for your time and consideration.

**ITEM 11: PUBLIC HEARING, SECOND READING AND FINAL PASSAGE OF AN ORDINANCE TO
MAKE SUPPLEMENTAL APPROPRIATIONS FOR THE SUPPORT OF THE CITY GOVERNMENT FOR
FISCAL YEAR 2011. (#12, 4/12/11) [ROLLCALL VOTE]**

Good morning Mr. Mayor and members of Council. My name is Anthony Barone and it is once again a great privilege that I am provided the opportunity to stand before you and for you to hear my voice. While in the future there may be potential opportunities for me come before you as a Strategic All-Hazard Emergency Preparedness Practitioner, as a Firefighter/EMT, as a Safety Officer on a Federal Medical Team, as a Public Health Professional, as a Toxicologist, or perhaps even as an appointed Citizen Member of our City's very own EMS Council; today I represent not the aforementioned hats I wear weekly, but rather as myself; a Resident of the City of Alexandria.

City Council of Alexandria | Virginia, Public Hearing Meeting
Saturday, April 16, 2011 – 9:30am | Docket Items 9 and 11

I highlight my current professional engagements only as an attempt to add credibility and to earn your trust in that my recommendations in these few minutes are taken seriously, sincerely, and with the utmost consideration. Without further delay, I ask of you Mr. Mayor and members of Council to:

1. Please consider the proposed 1% increase in employee contributions to pension plans, and Support Option A for Public Safety Employees, Not Option B;
2. Please consider the approval for 12 SAFER grant positions and the need to have all of our Fire Department's suppression vehicles staffed with four personnel, not three. This increases staffing will bring in alignment with our regional and national partners;
3. Please consider the approval of the Port Security Grant for a new fireboat;
4. Please consider the approval for the new fire station 210 and continued support for our station renovation programs already identified in the City's Capital Improvement program;
5. Please consider continued support for our Fire Department's apparatus replacement program which will get our fleet up to minimum standards (our newest engine is at least 7 years old and we have no reliable reserve equipment);
6. Please consider continued support for building our infrastructure and support staff.

These considerations are irrefutably critical to the health and safety of not only the residents and visitors of the City of Alexandria, but the health and safety of those put their lives on the line daily to protect us. This is our opportunity to give back. This is our opportunity to protect those who protect us.

As a resident of the City of Alexandria, this is my voice. Thank you, Mr. Mayor, and members of Council, for your time and consideration.