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To: Lemoore City Council
From: JP Prichard, Administrative Analyst
Date: April 11, 2013
Subject: City Manager Recruitment

Item # 9

A handwritten signature in blue ink, appearing to be "JP Prichard", is written over the "From:" line of the header.

Discussion:

With the resignation of City Manager Jeff Britz, the City finds itself in need of a new chief executive. There are several items that the Council will need to consider, both in the near and long term, in order for this to be a successful endeavor. There is a resource put together by ICMA entitled "Recruitment Guidelines for Selecting a Local Government Administrator" that provides guidance to policy makers for the recruitment and selection process. It has been previously provided to Council Members to familiarize them with some of the key decisions they will soon face.

The first item that must be considered is the continuation of the City administration in the absence of a permanent City Manager. While the Council has appointed Police Chief Laws as Acting City Manager, Council may wish to consider whether he will continue in this role as Acting City Manager until the position is permanently filled. Other options include appointing another staff member to act in this capacity, or to make use of the services of a retired City Administrator (perhaps through ICMA's Range Rider program) capable of holding the reins for a period.

The next item that should be addressed is whether the Council will prevail upon in-house expertise to conduct the applicant search, or rely on an outside firm for this service. It is possible to have a hybrid approach that utilizes outside firms for the search, while relying on an in-house screening method. There are strengths and potential weaknesses of each approach. Regardless of the Council's decision, please understand that staff will play an active role in making sure that the Council's wishes are followed and that a high-quality and professional recruitment takes place.

In terms of finding the right candidate, the Council will need to take an active role in putting together its own profile of an ideal City Manager. Not to be taken too lightly, it is critical that both the candidates and recruitment staff understand the true desires of the Council to make sure the screening process produces a successful candidate. Recruitment materials will be designed to attract people to our community, but also need to provide an accurate profile of the ideal candidate. Please see the attached recruitment flyer as a sample.

Finally, Council will need to begin to consider issues of compensation. While this can obviously be a range based on the qualifications, characteristics, and experience of the final candidate, failing to provide this information initially may discourage some candidates from participating in the full process without knowing what the end may be. Some things to

consider: Was the compensation of the previous City Manager a good starting place? Was it competitive? What are local municipalities paying administrators with this level of responsibility? And, at the end of the day, what can the City afford?

Budget Impact:

Expenses associated with producing recruitment materials, advertising, and candidate screening will likely range from \$2,500 to \$5,000 regardless of whether the Council relies on in-house expertise or an outside recruitment firm. If an outside firm is used, it could cost as much as an additional \$18,000 - \$23,500; less if some type of hybrid model is used.

Recommendation:

It is recommended that, after discussing the above, Council provide direction to staff regarding interim administration, whether in-house or outside expertise will be utilized, a consensus profile of the ideal candidate, and what steps should be taken to determine appropriate compensation.