

City of Redwood City

Human Resources
Department

Memo

To: Mayor, Vice Mayor & City Council
From: Bob Bell, Human Resources Director 
Date: 5/1/2007
Re: **Executive Search Firm Interviews – City Manager**

On Monday, May 7, the Council will be interviewing two search firms that have submitted proposals to conduct the City Manager recruitment process. Each interview is scheduled for thirty minutes. At the conclusion of the interviews, the goal is to select one of the two firms and authorize the Mayor to enter into an agreement with the selected firm to conduct the recruitment for the next City Manager. The schedule and background information on the search firms is as follows:

5:30 PM - Ralph Anderson & Associates, Project Director Heather Renschler:

Ralph Anderson has been providing executive search and management consulting service to the public sector and related industries since 1972. The firm is headquartered in Rocklin, California and has four professionals that will be members of the search team. The search team is currently working on three City Manager searches in California. The team has recently completed seven other City Manager recruitments. The City has had positive experiences working with Ralph Anderson in the past. The proposed fee for the search is \$17,750 and expenses are \$6,000. Expenses include a total of three meetings with the City. Additional charges will apply if more meetings are requested.

6:00 PM – Alliance Resource Group, Project Directors Sherrill Uyeda & Eric Middleton

Alliance Resource Consulting is another leading search firm utilized by many public agencies. In 2004, Alliance acquired MAXIMUS Executive Search to become one of the larger recruiting firms. Headquartered in Long Beach, Alliance also has a local office in Palo Alto. Alliance will have a team of three working on the search. They are currently working on four City Manager recruitments and have worked on a total of thirteen in the last three years. The City has not worked with Alliance. The firm has quoted the City a fee of \$17,000 for the search and \$8,500 in expenses. Their expenses include as many outreach and focus group meetings as requested by the City.

The consultants will be asked to quickly review their proposals with the council and allow a few minutes for questions. I have attached some sample questions for your use. The consultants will likely cover the majority of this information in their presentations but I wanted the council to have these nonetheless. I am also including Section 26 of the City Charter which discusses the selection, power and duties of the City Manager.

If you would like to see the complete search proposals prior to the meeting, please give me a call at 780-7287 or email me at bbell@redwoodcity.org.

Thank you.

Questions for City Manager Executive Search Firms
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1. What process would you use to identify the ideal candidate?
2. How would you go about gathering information about challenges and issues facing the new City Manager as he/she comes into the position? How will that information be conveyed to candidates?
3. What strategies would you recommend be used to secure a diverse candidate pool?
4. Do you treat internal candidates differently from external candidates and if so, how?
5. What recommendations would you have for the interview or panel process with the council?
6. What recommendations would you make to us regarding housing assistance? Walk us through a recent deal you negotiated regarding housing assistance.
7. How have you managed disagreements about candidates/processes among board or council members?
8. What process do you use to conduct background checks on the candidates prior to recommending those to be interviewed?
9. What will you do to update us on a regular basis on the progress of the search?
10. How would you assist us in negotiating the agreement with our preferred candidate? Walk us through a recent deal you negotiated and the role your agency played.

Section 26. CITY MANAGER:

The city manager shall be the administrative head of the city government. He shall be chosen by the council without regard to political consideration and solely with reference to his executive and administrative qualifications.

Residence shall not be a qualification for his appointment; but promptly thereafter, he shall become and thereafter remain an actual resident of the city.

The powers and duties of the city manager shall be as follows:

- (a) To see that all ordinances are enforced.
- (b) To appoint, except as otherwise provided, all administrative officers, subordinate officers, employees, and remove the same, except as otherwise provided, and have general supervision and control over the same.
- (c) To exercise general supervision over all privately owned public utilities operating within the city.
- (d) To see that the provisions of all franchises, permits, and privileges granted by the city are fully observed and to report to the council any violation thereof.
- (e) To act as Purchasing Agent for the city. When so acting he shall give preference to local merchants, quality and price being equal.
- (f) To attend all meetings of the council, unless excused therefrom by the council or the mayor.
- (g) To examine, or cause to be examined, without notice, the conduct of any officer or employee of the city.
- (h) To keep the council advised as to the needs of the city.
- (i) To devote his entire time to the interests of the city.
- (j) To have general supervision of all the public parks and playgrounds.
- (k) To appoint such advisory officers and boards as he may deem desirable, with the growth of the city, to advise and assist him in his work; provided, such officers and boards shall not receive any compensation.
- (l) To make such recommendations to the council or board of

equalization regarding the assessment roll as he may deem advisable.

(m) To possess such other powers and to perform such additional duties as are or may be prescribed by this Charter or by ordinance.

(n) From time to time, in order to facilitate the prompt, economical and efficient dispatch of city business, to assign assistants, deputies, and employees from any office or department of the city government to perform such work or service in connection with any other office or department thereof, or to work in more than one of said offices or departments.

The city manager and such other officers of the city as may be designated by vote of the council shall be entitled to seats with the council, but shall have no vote therein. The city manager shall have the right to take part in the discussion of all matters coming before the council.

In case of the absence or disability of the city manager, the council may designate as city manager pro tem some qualified person to perform the duties of the office temporarily. (As amended June 11, 1936, ratified by Legislature January 23, and May 15, 1937, Stats. 1937, pp. 2697, 2957.)