



City Manager's Office

Memorandum

DATE: 4/8/2024

TO: Mayor and City Council

THROUGH: Doug Thornley, City Manager Approved Electronically

FROM: Norma Santoyo, Director of Human Resources

SUBJECT: Upcoming City Manager Vacancy

On April 8, 2024, City Manager Doug Thornley announced he would be leaving his role with the City of Reno effective July 7, 2024. Article 3, section 3.020 of the Reno City Charter requires any vacancy in the City Manager position to be filled no later than 6 months after the vacancy occurs. This memo is intended to provide information about the anticipated next steps and timeline for filling the vacancy, both permanently and during an interim time period.

Permanent City Manager Recruitment Process

In May, staff is planning to bring forward an item to the Council to seek direction on how Council would like to approach the recruitment process. Staff is planning to recommend an independent executive recruitment firm be hired to assist the City Council in finding the next City Manager. A comprehensive recruitment and selection process will require six months to conduct and will cost approximately \$50,000. A high-level example of the process looks like the following:

- June – Council shares their vision of and provides direction for the recruitment and selection process, including identifying City priorities and desired qualities of the next City Manager, key stakeholders to be contacted for feedback, and other key details to initiate the process. All this information will be used to draft a recruitment brochure, recruitment timeline, and strategy.
- July – Council approves recruitment brochure, which will formally open the recruitment period.
- August to October – Recruitment opens for approximately three months.
- November – Candidate reviews occur, and qualified candidate resumes presented to Council around mid to late November. Council identifies the short-list of candidates to be invited to interview made.
- December – Council completes candidate interviews and makes selection.

Selection of Interim City Manager

In May, staff is also planning to bring forward a second action item related to selecting an interim City Manager, which is a key step in ensuring continuity of City operations while the recruitment process is completed. The interim City Manager would need to be selected prior to July 7.

The Human Resources Department is ready to support the Council in this process.