

To: Council Colleagues

From: Richard T Jennings, II, Councilmember District 7
Chair, Personnel and Public Employees Committee (PP & E)

CC: Charter Officers and Staff

Date: 1/28/25

Subject: Executive Recruitment Firm Selection, City Manger

I wanted to update my colleagues on the proposed process and schedule for selecting the recruitment firm to fill the vacant city manager position. I will be submitting this recommendation to the P&PE Committee for their discussion and requested endorsement. This proposed schedule achieves Mayor McCarty's desire to have the recruitment firm selected by March 1, 2025.

On October 22, 2024, the Council approved five executive recruitment vendors. On January 15, 2025 all five vendors were asked to provide proposals to serve as the executive recruitment firm to fill the vacant city manager position in the City of Sacramento by 5:00 PM on January 29, 2025. City staff are prepared to ensure that all responses will be included in the published agenda for the February 4, 2025, P&PE Committee meeting.

On February 4, the P&PE Committee will discuss and pick the top 2–3 firms to invite back for a live interview on February 18, 2025, at 11:00 AM in the City Council Chambers. The City's Human Resources Department will provide their perspective and recommendations to the P&PE Committee.

On February 18, 2025, the P&PE Committee will interview the identified 2–3 firms. The P&PE Committee will recommend to the full City Council the preferred firm, with an identified backup firm should it be needed. The City Council meeting to discuss the P&PE recommendations will be held on February 25, 2025, at 5:00 PM.

On February 25, 2025, the final discussion and vote by the City Council to approve the search firm will be at 5:00 PM in the Council Chambers. The identified firm will be available to answer any questions the Council or public may have.

All three meetings are open to the public and active participation is encouraged.