



TOWN OF FAIRFAX

STAFF REPORT

August 4, 2021

TO: Mayor and Town Council

FROM: Adam Politzer, Interim Town Manager

SUBJECT: Receive update on the Town Manager recruitment and appoint two members of the Town Council to serve on an ad-hoc subcommittee

RECOMMENDATION

Appoint two members of the Town Council to serve on ad-hoc subcommittee to work with the Interim Town Manager, Town Clerk and Heather Renschler with Ralph Andersen & Associates.

DISCUSSION

At its July 7th Town Council meeting, the Council approved a Consultant Services Agreement with Ralph Anderson and Associates for recruitment services for the Town Manager and Public Works Director. The fixed fee for recruitment services is \$26,500 for the Town Manager and \$23,500 for the Public Works Director.

Town Staff working with Heather Renschler, the firm's President and CEO, are requesting that the Town Council appoint two Council members to serve on an ad-hoc subcommittee to prepare and review recruitment materials that will be finalized and approved by the Town Council at its September 1st Council meeting.

Heather Renschler has provided the attached timeline and schedule and will provide an update of the recruitment process and timeline at the August 4th Town Council meeting and ongoing throughout the duration of the recruitment process.

FISCAL IMPACT

No additional cost associated with this request. The actions taken at the July 7th Town Council meeting approved a fixed fee contract for recruiting services with Ralph Anderson & Associates.

ATTACHMENT

Proposed Schedule and Timeline of Events

Town of Fairfax Proposed Schedule and Timeline of Events for Town Manager Search

Activity	Status
Overview of Process @ Town Council Meeting <ul style="list-style-type: none"> • Overview of Process • Establish Working Group • Review Proposed Schedule 	Wednesday, August 4
Working Group Video Meeting(s)	Mid-August
Draft / Design / Finalize Brochure Text with Working Group	Late August
Update @ Town Council Meeting <ul style="list-style-type: none"> • Present Brochure for Council Approval • Update on Schedule / Process 	Wednesday, September 1
Open Search Process	Early-to-Mid September (after Brochure Approved)
Application Period (Soft-Closing Date)	September 7 – October 18
Attendance League of California Cities Conference <i>(Tentative Based on COVID-19 Situation)</i>	September 22 -24
Recruiter's Review of Applicants <ul style="list-style-type: none"> • Preliminary Video Screening 	Upon Receipt / Mid-October
Working Group Video Meeting(s)	As Needed
Status Update @ Town Council Meeting <i>(Closed Session - Initial discussion of Applicants / Interest)</i>	Late October (TBD) (Special Meeting – Evening Session)
Round #1 - Interview Process (Video) <i>(Closed Session due to Confidentiality)</i>	Early-to-Mid November ***Assume maximum of 4-5 candidates***
Round #2 – Interview Process (In-Person) <i>(Closed Session due to Confidentiality)</i>	Early-to-Mid November ***Finalists***
Background / References on Top Candidate	Mid-November
Negotiations with Selected Candidate <ul style="list-style-type: none"> • Legal review of employment agreement • Deal points / Offer to Top Candidate • Schedule closed sessions as needed 	Late November
Public Announcement / Media Release	Late November / Early December
Start Date for New Town Manager	January 2022 (or sooner)