



Office of the City Manager

April 12, 2017

To: Honorable Mayor and Members of the City Council

From: *DWR* Dee Williams-Ridley, City Manager

Subject: City Attorney Recruitment

As you all know, the City of Berkeley is conducting a recruitment in anticipation of the July retirement of our current City Attorney, Zachary Cowan, who will be leaving the City after nearly 24 years of service. The City contracted with Alliance Resource Consulting, an executive recruitment firm specializing in the public sector, to partner with the City in conducting the search. The search was conducted from February 21, 2017 through March 24, 2017. The City received a total of 22 applications, 16 of which are from candidates who possess the combination of qualifications, education, training and experience the City is seeking in filling this critical position.

The specific skills and traits that the City is looking for in the ideal candidate include but were not limited to:

- Experience working in a municipal government setting;
- Experience with land use and zoning issues;
- Experience working on affordable housing and homelessness initiatives;
- Strong supervisory experience; and
- Close proximity to the City of Berkeley.

The City will conduct its first round of candidate interviews with two separate panels, internal and external, on April 17, 2017 with the top five (5) candidates. The internal panel will consist of City department heads from major client departments and experienced City Attorneys.

I will conduct second and final round interviews with the top 2-3 candidates on April 18, 2017. I plan to bring the recommended candidate for the position in a closed session meeting following the final selection interviews.

It goes without saying that we will miss Mr. Cowan. His wealth of experience, insight, dedication and collaborative perspective have been invaluable. He has continually helped navigate the City through the narrow and delicate path between the law, policy and operational realities. He works with all levels of the City organization with patience. He has kept us effective while allowing the City to be ambitious. One of his enduring qualities is that he treats public service as a deep responsibility, a role that we are all fortunate to have shared with him.

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Re: CITY ATTORNEY RECRUITMENT

cc: Jovan Grogan, Deputy City Manager  
Zach Cowan, City Attorney  
Sarah Reynoso, Director of Human Resources  
Ann-Marie Hogan, City Auditor  
Mark Numainville, City Clerk  
Matthai Chakko, Assistant to the City Manager / Public Information Officer