

Memorandum
Community Economic Development Department

To: Members of the City Council
Subject: Recruitment for City Manager
Date: August 17, 2021



With the retirement of Randy Tweet at the end of the year, the City Council must decide how to move forward with a search for a new City Manager. The most common approach is to hire a search firm to assist in the recruitment of viable candidates. Personnel with experience in municipal management have indicated that the Council will benefit from some type of assistance in conducting the search. The right person or firm can help identify candidates that might not otherwise apply for the position as well as ensure they meet the Council's criteria prior to the interview process.

Recommendation:

The Mayor recommends that the City Council authorize the Human Resources Department to issue a RFP to solicit proposals for assistance in the search for a City Manager.

Submitted by: Mike Thoms, Mayor

Approved by: Mike Thoms, Mayor