Memorandum

Date: June 13, 2011

To: Mayor and City Council

From: Mark Gaugh, Interim City Manager

Subject: Agenda Item: City Manager Search

Staff is seeking direction from the Council on the procedure to use for the recruitment process to fill the vacancy of City Manager. The last time this position was filled, the City solicited consulting firms that specialize in personnel recruitment. Bob Saunders, of Organizational Consultants was selected to perform the background work for the process and provide a pool of candidates for Council consideration.

Another method Council could consider would be to have staff advertise for the position and provide applications/resumes to Council for screening and interviewing.

The first option would take less time on the part of the Council members. It would also allow Council to prepare the consultant with a baseline of desired skills that Council wishes to see in the candidates. This process will be more costly, however, but probably more efficient with someone who specializes in recruiting. Council would still be involved with interviewing the final selected number of candidates.

The second option would require more City staff time for advertising, responding to inquiries and would be more of a “shotgun” approach. Cost would most likely be less than hiring a consultant, but Council would spend more time in the screening process. The process of background and reference checking would have to be decided upon as well.

Council may also decide on some other option not mentioned above. Regardless, my estimate is that the recruitment process will take five or six months to complete.