



Legislation Details (With Text)

<b>File #:</b>	15-599	<b>Version:</b>	1	<b>Name:</b>	City Manager Recruitment Process
<b>Type:</b>	Report	<b>Status:</b>		<b>Status:</b>	Agenda Ready
<b>File created:</b>	10/29/2015	<b>In control:</b>		<b>In control:</b>	City Commission
<b>On agenda:</b>	11/3/2015	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	City Manager Recruitment Process				
<b>Sponsors:</b>	Jim Loeffler				
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	1. Staff Report, 2. 2015 Draft City Manager Standards, Criteria and Policy, 3. 2015 City Manager --- List of Candidate Characteristics and Experience, 4. April 2015 City Manager Salary Survey, 5. Fairview City Administrator Profile, 6. Gladstone City Administrator Profile, 7. Woodinville City Manager Profile, 8. LGPI 2015 Executive Recruitment Flier				

Date	Ver.	Action By	Action	Result
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City Manager Recruitment Process

**RECOMMENDED ACTION (Motion):**

Staff requires City Commission input, discussion and approval of the City Manager recruitment and selection process.

**BACKGROUND:**

At the October 21, 2015 Regular Meeting of City Commission, the Commission directed staff to prepare information for a special meeting to discuss and move forward on the recruitment and selection process to fill the recent City Manager vacancy.

Key questions for the Commission to consider include but are not limited to:

1. Recruiter - City staff or Executive search firm?
2. Where to emphasize candidate search area?
3. Budget for recruitment, interviewing, relocation?
4. Process to review and select finalists?
  - a. Staff component
  - b. Public component
  - c. Key stakeholder component
5. What is the ideal candidate profile? Attached to this report is a draft sample profile.
6. What salary and compensation package is the Commission willing to list in the job announcement and make in the job offer to the candidate? A City Manager salary and compensation survey from April 2015 is attached to this report.

**BUDGET IMPACT:**

Amount: TBD

FY(s): FY 2015-16

Funding Source: General Fund