

STAFF REPORT REGULAR MEETING

AGENDA DATE: April 7, 2026

DEPARTMENT: City Commission

TITLE:

Finalization regarding brochure for the City Manager position

SUMMARY:

Request from the Commission to discuss information related to the City Manager search provided by the recruiter

BACKGROUND AND JUSTIFICATION:

At the March 13, 2026, pre-agenda workshop, the City Commission requested that the recruiter, Sumter, provide the proposed job description, job brochure, and salary range schedule to support the selection process. The Commission expressed its intent to review these materials and make decisions to advance the recruitment effort.

The information requested was subsequently provided by the recruiter and at the March 17, 2026, Commission meeting, the Commission directed staff to place the information submitted by the recruiter on the March 31, 2026 agenda for further discussion.

At the March 31, 2026 regular meeting, the City Commission approved the salary range and job description. During the discussion the Commission provided additional direction regarding the recruitment materials and directed the recruiter, Sumter, to revise the position brochure and resubmit it for approval prior to its release.

MOTION:

Move to approve/disapprove the brochure for the City Manager position

ATTACHMENT(S):

Fiscal Impact Analysis - N/A
Brochure