



July 22, 2026

To: Honorable Mayor & City Council Members – City of Orland

From: Roberta Greathouse, Executive Recruiter

Subject: City Manager Recruitment

Thank you for selecting Peckham & McKenney to assist you with the recruitment for your City Manager position. As your Recruiter, I look forward to working with you and presenting this exciting opportunity to potential candidates.

I look forward to meeting with you on August 4 to discuss the recruitment plan, including the enclosed draft schedule. I will walk through the recruitment steps with you and we can discuss and modify the schedule as needed.

As indicated on the schedule, after approval of the contract I would like to meet with each you to obtain your thoughts on the ideal City Manager candidate. I will use that feedback in the preparation of the candidate profile. Some of the issues to consider in preparation for our meeting are:

- ☐ Current and future issues and challenges facing the organization and related to the City Manager's position.
- ☐ Desirable strengths and characteristics for the City Manager.
- ☐ Areas for the City Manager to focus their time and attention, as well as be successful in the short and long term.
- ☐ The "ideal" candidate in terms of:
 - ✓ Background/experience,
 - ✓ Technical strengths/knowledge,
 - ✓ Management and leadership style, and
 - ✓ Personality, style, and approach.
- ☐ Others I should speak with – examples include Acting City Manager, City Attorney.

I will also be happy to answer any questions you have regarding the recruitment process. Thank you again. I'm excited to start working on your recruitment.

Sincerely,

Roberta Greathouse