



STAFF REPORT

TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
MEETING DATE: JULY 20, 2026
FROM: TOM DUBOIS
SUBJECT: CITY MANAGER RECRUITMENT PROCESS

RECOMMENDATION:

Staff recommends that the City Council take the following actions:

1. **Form a Council Ad-Hoc Committee** (comprising two Council Members) to work directly with the current City Manager to outline the desired candidate profile and oversee the recruitment timeline.
2. **Authorize an initial in-house recruitment effort** utilizing city staff and local government networks.
3. **Task the Ad-Hoc Committee with evaluating the initial applicant pool** to determine if an external executive search firm is required to successfully fill the position.

BACKGROUND:

Current City Manager, Tom DuBois, notified Council of his intention to retire at the end of December, 2026. With the impending transition, the City Council must initiate a recruitment process to ensure a new City Manager is selected, onboarded, and ready to begin. Early planning is essential to ensure a smooth transition of leadership.

DISCUSSION:

Establishing a two-member Ad-Hoc Committee allows for focused, efficient collaboration between the Council and current administration without violating open meeting laws.

By initiating the recruitment in-house first, the City has the opportunity to attract qualified candidates while potentially saving significant executive search fees. If the Ad-Hoc Committee determines the in-house candidate pool is insufficient, the December 2026 target date allows ample time to pivot and engage an external recruitment firm.

BUDGET

There is no immediate fiscal impact associated with forming the Ad-Hoc Committee and starting the recruitment in-house. Should the committee later recommend hiring an external recruiter, a subsequent budget amendment (typically ranging from \$20,000 to \$40,000) will be brought to the full Council for approval.

IMPACT: