



**RESOLUTION
INITIATING THE PROCESS FOR
RECRUITMENT AND SELECTION OF A NEW CITY MANAGER**

WHEREAS, City Manager Greg Buckley has stated his intention to retire August 8, 2025, after serving in that position since August 7, 1995; and

WHEREAS, it is appropriate now, nearly a year in advance of that date, to begin planning for the recruitment and selection of a new City Manager, in order to include necessary resources in the 2025 Budget and to lay the groundwork for an effective recruitment, selection and hiring process to assure a smooth transition in this city leadership position; and

WHEREAS, the City Council's Personnel and Finance Committee, in consultation with the incumbent city manager, has recently considered how to best proceed with this process, and has offered the following recommendations to the City Council:

1. That the Council authorize establishment of a 4-member City Manager Search Committee, consisting of the three Personnel and Finance Committee members plus the City Council President, to coordinate the City Manager recruitment and selection process; and
2. That the Council authorize the Search Committee to:
 - Issue a Request for Proposals, soliciting proposals from professional search firms with experience in local government executive recruitment.
 - Review any proposals received; and
 - Make a recommendation for action by the full City Council regarding contracting with a preferred consultant; and
3. That the Council acknowledge that the Search Committee will have primary responsibility for working with the selected consultant to develop and implement candidate recruitment and evaluation strategies as described in the RFP, to review applications received, and to return to the full City Council with recommendations for a group of finalist candidates to be invited for interviews by the full City Council; and
4. That the Search Committee and the selected search consultant be tasked with providing periodic updates on the recruitment process to the full City Council and the community; and
5. That the Search Committee and the selected search consultant be tasked with developing recruitment materials that reflect input from the City Council, City department heads and members of the community; and
6. That the Search Committee and the selected search consultant also be tasked with developing a candidate assessment process that incorporates feedback from department heads, city

employees and members of the community, to assist the City Council in its evaluation of candidates and ultimately its selection of a new City Manager.

NOW, THEREFORE be it resolved that the City Council endorses these recommendations regarding a framework for City Manager recruitment and selection, authorizes establishment of the Selection Committee as stated, and assigns to that special committee the tasks and responsibilities identified herein.

Adopted this 19th day of August, 2024.

Council Member

Gregory E. Buckley
City Manager