

MEMORANDUM

TO: Mayor and City Council

FROM: Richard Meyers, City Manager

SUBJECT: DISCUSSION OF CITY MANAGER RECRUITMENT PROCESS

DATE: July 26, 2023

Background

At the July 10, 2023 City Council meeting the City Manager announced his intention to retire on October 1, 2023. The last date of employment will be September 29, 2023. As such, the City Council needs to discuss the City Manager recruitment process options.

At the July 10th meeting the Council was provided with the League of Oregon Cities' "Guide to Recruiting a City Administrator" and some sample recruitment materials. The material will be very helpful in the discussion.

Recommendation

That the Council come prepared to discuss and review the various options and possibly give direction for the process.

Cost

Discussion is free, various options could have different costs.



Richard Meyers, City Manager