



Memorandum

Date: April 10, 2024

To: Honorable Mayor and Councilmembers

From: Connie Diaz
City Clerk

Subject: **Extension of City Manager Search Committee**

Introduction

During the February 20, 2024 Special City Council Meeting, the City Council voted to proceed with a process for selecting an individual as City Manager. The City Council directed staff to begin advertising the position of the City Manager for 45 days utilizing the qualifications provided in Section 3.05 of the City Charter on various platforms and publications, to provide for a national search, including but not limited to, the City's website, ICMA, Neogov, and other sites deemed appropriate by the City's Human Resources Department, and to further include a proposed salary range of \$230,000.00 to \$300,000.00.

Pursuant to Section 3.02 of the City's Charter, at said meeting, the City Council appointed themselves to a search committee for the purposes of recruiting, evaluating, interviewing, and recommending candidates for the position of City Manager.

The Search Committee convened its initial meeting on March 11, 2024 pursuant to Section 3.02(b) of the City's Charter, and during said meeting, the Committee requested a 60-day extension to complete its duties, which will expire on May 10, 2024.

Fiscal Impact

There is no fiscal impact on this item.