

To: **Mayor and City Council**  
 From: **Ryan Schroeder, City Manager**  
 Date: **January 11, 2021**

**Approval of City Manager Position Profile**

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**BACKGROUND INFORMATION:**

On November 23, 2020, the City Council authorized a contract with the Mercer Group for recruitment services to replace the retiring City Manager. Since that time, the client representative, Jim Miller, has conducted interviews with members of both the 2020 and 2021 City Councils, along with Department Directors to ascertain attributes and abilities desired from the next City Manager.

The result of the work noted above is creation of a position profile which is enclosed for Council review. While Mercer is beginning the next stage of the recruitment process, we are requesting verification that Council is comfortable with the position profile that Mercer is using (enclosed).

It should be noted that this same request is being made of the EDA in a workshop at this same meeting date. While the EDA has the same membership of the Council, it does function under a somewhat differing set of rules (bylaws). Members of Council/EDA have opined that with a change in City Management it should be discussed if the new City Manager should take on a different or enhanced role within the EDA. Hence, within EDA agenda materials is a discussion about EDA bylaws and how they might be changed in reaction to the discussion. The response from Council and the EDA could impact how the Mercer Group approaches the recruitment for this position.

In any case, we are seeking consensus from Council and later the EDA on the position profile as potentially amended.

**FISCAL IMPACT:**

		<b>Amount</b>
<b>Fund:</b>		
<b>Department:</b>		
<b>Account:</b>		

**STAFF RECOMMENDATION:**

Based on Discussion