

To: **EDA President and Board**  
 From: **Ryan Schroeder, City Manager**  
 Date: **January 11, 2021**

## Review of EDA Bylaws Regarding the City Manager Position

### **BACKGROUND INFORMATION:**

On the City Council OCWS at this same meeting is a request to affirm the position profile for the recruitment of a new City Manager to replace the retiring City Manager. In development of the profile, the search consultant received suggestions that the Board discuss if there is a desire to change the reporting relationships that relate to the EDA, the City Manager and EDA Executive Director positions. Direction from the EDA Board is sought to provide clarity to the search consultant on what skills and abilities may or may not be priorities for the next City Manager.

In our current structure, the EDA Executive Director is a direct report to the City Manager, while serving as the Community Development Director. However, while serving as the EDA Executive Director, the position is a direct report of the EDA Board and not the City Manager. While the current structure has been functioning over the past four years, it holds the potential for confusion, should there be lack of alignment between the Director and the City Manager or between the EDA Board and the Director.

Enclosed, please find a memorandum from the City Attorney discussing some of the history of the current structure and suggestions for Board consideration on solving for the potential issues that this structure could create. The City Attorney has provided two options for consideration. One option would be to include EDA Executive Director within the title/job responsibilities of the City Manager. The second option is to provide language clarifying that the Executive Director answers to the City Manager (who in turn would answer to the EDA Board). An advantage of the latter option is that the development community would continue to know to contact the Community Development Director as the first contact for development inquiries.

### **FISCAL IMPACT:**

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

### **STAFF RECOMMENDATION:**

Based on Discussion