

TO: TOWN COUNCIL
FROM: TOWN MANAGER 
RE: TOWN MANAGER SEARCH

ISSUE

On April 26 Council selected Bob Murray and Associates to conduct the Town Manager search and the next step is to approve a work time line and set the community meeting date.

RECOMMENDATION

Set community meeting date and time, and approve the work time line.

CEQA

There are no CEQA issues with this item.

MONEY

There are no money issues with this item. Cost of recruitment is expected to run around \$25,000.

DISCUSSION

At the April 26 Special Meeting, having interviewed three firms, the Council selected Bob Murray and Associates to conduct the Town Manager search. Wes Herman, Vice President will be the Town's main contact. He is proposing the time line shown below.

You may have had an opportunity to meet with him individually as he works to obtain information to develop the candidate profile. If not, he will be meeting with you shortly. He plans to meet with the department heads on 5/10 and get their input.

Additional information will also be obtained from a community meeting when the citizens can comment on the characteristics they would like Council to consider when recruiting and hiring the next Town Manager. Council is asked to set a date and time for a community meeting. That meeting does not need to be a Council meeting. Council could also take public input tonight and may find that to be sufficient. Another option is to allow a couple of weeks for people to send/phone/email their comments to Mr Herman.

TOWN OF LOOMIS, CA

TOWN MANAGER RECRUITMENT TIMELINE

<u>ACTIVITY</u>	<u>DATE</u>
Kickoff Meeting w/ Council (May 10 th meet w/ Dept Heads if Council desires)	May 9 or May 13 (1 day)
Community Input (Council meeting)	May 10 (proposed)
Candidate Profile developed	Week of May 16
Client reviews & approves profile	Week of May 16
Ad Placement	Week of May 23
Outreach & Marketing Efforts	May - July
Recruitment Closes (60 days after kickoff meeting)	July 8
Review Applicants	Week of July 11 (3 days)
Preliminary Candidate Interviews	July 18 – July 22 (5-10 days)
Recommended Finalist Meeting w/ Town	Week of July 25 (1 day)
Town hosted Final Interviews	Week of Aug 1 or Aug 8 (1 day)
Reference Checks: Civil, Criminal and Credit checks	Immediately following Town's selection
Negotiate Terms and Conditions of Employment	Immediately following Town's final selection
Candidate Appointment	Middle to End of August