



# Town Manager Recruitment Update & Ad-Hoc Subcommittee Request

## **Recommendation:**

- Receive recruitment update from Heather Renschler, President and CEO of Ralph Andersen & Associates
- Appoint two (2) members of the Town Council to serve on ad-hoc subcommittee to work with the Interim Town Manager, Town Clerk and Heather Renschler.



# Background and Request

- At July 7<sup>th</sup> Town Council meeting, the Council approved an agreement with Ralph Andersen & Associates for recruitment services for the Town Manager.
  - The fixed fee for the Town Manager recruitment services is \$26,500
- Staff requests that the Town Council appoint two (2) Council members to serve on an ad-hoc subcommittee to prepare and review recruitment materials that will be presented and approved by the Town Council at the September 1<sup>st</sup> Council meeting.

# Proposed Schedule and Timeline for Town Manager Recruitment



## Key Dates:

- September 1<sup>st</sup> Present Brochure for Council Approval
- September 7<sup>th</sup> – October 18<sup>th</sup> Application Period
- October 20<sup>th</sup> Status Update and Review of Applicants
- Early to Mid-November Round 1 & 2 Interview Process
- Late November Negotiate with Selected Candidate
- January 2022 Start Date for New Town Manager



# Recommended Motion:

- Appoint two (2) members of the Town Council (by name) to serve on ad-hoc subcommittee to work with the Interim Town Manager, Town Clerk and Heather Renschler.
- Questions?