



# TOWN OF FAIRFAX

## STAFF REPORT

### October 20, 2021

**TO:** Mayor and Town Council

**FROM:** Adam Politzer, Interim Town Manager

**SUBJECT:** Receive update on the Town Manager recruitment and appoint two members of the Town Council to serve on an ad-hoc subcommittee to review the Public Works Director's recruitment materials

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#### **RECOMMENDATION**

Appoint Council members Goddard and Cutrano to serve on an ad-hoc subcommittee to work with the Interim Town Manager, Town Clerk and Heather Renschler with Ralph Andersen & Associates.

#### **DISCUSSION**

At its July 7th Town Council meeting, the Council approved a Consultant Services Agreement with Ralph Anderson and Associates for recruitment services for the Town Manager and Public Works Director. The fixed fee for recruitment services is \$26,500 for the Town Manager and \$23,500 for the Public Works Director.

Ralph Anderson and Associates is actively recruiting to fill the Town Manager position. The advertised position opened on September 7<sup>th</sup> and closes on Monday, October 18<sup>th</sup>. The Town Council, working with Heather Renschler, will review the applications, invite a pool of candidates to move forward in the process, and conduct interviews in Closed Session during the month of November, with the intent of making a conditional job offer to the top candidate. It is anticipated that the new Town Manager will be introduced to the Community at the first meeting in January 2022.

As discussed at its August 4<sup>th</sup> Council meeting, Staff recommended that the Council stagger the recruitment process, so that the newly appointed Town Manager can make the final selection of the Public Works Director in January or February 2022. With that said, Staff recommends that the Council appoint Council members Goddard and Cutrano to serve on an ad-hoc subcommittee to prepare and review recruitment materials that will be finalized and approved by the Town Council at its November 3<sup>rd</sup> Council meeting.

Heather Renschler will provide the draft recruitment brochure for the Public Works Director position and an update of the recruitment timeline at the November 3<sup>rd</sup> Town Council meeting.

#### **FISCAL IMPACT**

No additional cost associated with this request. The actions taken at the July 7th Town Council meeting approved a fixed fee contract for recruiting services with Ralph Anderson & Associates.

#### **ATTACHMENT**

None