

There are several opportunities throughout the process to include feedback and outreach to the community including in the development of a candidate profile and during the interview and selection process. These decisions will be made by council in cooperation with the executive search firm consultant, the HR Director, the Acting or Interim City Manager, and other City staff. Final selection of the City Manager is the sole decision of the City Council.

Decision point: Does the City Council want to initiate the process to recruit the next City Manager?

Selection of Executive Search Firm

The decision to select an executive search firm can be managed in a number of ways. Criteria to select the firm could include:

- Approach to ensuring an inclusive application process that provides access to all races, backgrounds, and individuals.
- History of recruiting City Managers or government executives.
- Knowledge and history with the Puget Sound Region.
- Knowledge and history with the City of Bothell.
- Approach to including feedback from the public, council, and city staff.
- Cost.

The approach to selecting the executive search firm can be done in primarily two ways:

- OPTION 1: Staff gathers potential executive search firm candidates and the City Council interviews and selects the firm; or
- OPTION 2: Staff conducts research based upon criteria mentioned above and provides council with a list of options and a final recommendation.

Staff recommends Option 2. The reason for this recommendation is primarily due to time and administrative burden. If the council concurred with Option 2 staff could bring back options and a final recommendation for approval at a future meeting.

Decision point: Does the City Council prefer Option 1 or Option 2 as outlined above in order to select an executive search firm to recruit a new City Manager?

Acting City Manager

Regardless of Council decisions made regarding the recruitment of a new City Manager, Council will need to appoint an Acting City Manager to begin on February 13, 2021.

An Acting City Manager appointment would usually be internal to the organization. If an acting appointment were to last longer than 30 days, the employee would need to be compensated for the difference between their current position and the City Manager position in accordance with City policy.

Decision point: Discuss in executive session the qualifications of acting City Manager applicants, return to open session, and appoint an Acting City Manager.

Interim City Manager

Depending on Council's desire and the decisions made regarding the recruitment of a new City Manager, Council may choose to appoint an Interim City Manager to bridge the transition to the hiring of the next City Manager.

An Interim City Manager is a limited term position appointment in accordance with City policy. The new position would be responsible for performing the role of City Manager for a period of six months or more while the recruitment process for the new City Manager is occurring.

There are primarily two options to select an Interim City Manager:

- **OPTION 1:** Gather or recruit candidates, interview, select, and appoint an external Interim City Manager.

With this option staff would gather or recruit a list of potential candidates from outside the organization by working with a firm who has access to potential candidates. Interviews would be scheduled at a later date and the City Council would select the individual. The benefits to Option 1 include bringing in someone new to the organization that can provide a fresh perspective and independent assessment. Candidates would likely have experience as a City Manager and as an Interim City Manager. Hiring an outside Interim City Manager may have less impact on the projects that a current staff member is working on. The cost of this option will likely include the salary of the Interim City Manager salary and a fee to the firm that the individual currently works with.

- OPTION 2: Appoint a current City executive as Interim City Manager.

With this option City Council can meet in executive session to consider the qualifications of internal candidates for the position and the appointment could be made at a later meeting date. In open session, Council could also choose to hold discussions with the potential inside candidate or candidates. The benefits of this option are that the individual would be a known quantity to the council and staff. A friendly face to city staff could help with the transition and alleviate understandable anxieties within the organization. This individual would have a strong understanding of current City challenges and would have less of a need to be caught up to speed on a variety of issues. Appointing a candidate that is internal to the organization would result in less cost and administrative burden than recruiting a candidate from outside the organization. The cost associated with this decision is primarily the difference between the current salary of the inside candidate and the City Manager position. Additional costs may be incurred to select an acting appointment for the internal candidate's current position.

After a discussion amongst the Executive Leadership Team at the City, staff recommends Option 2 for the benefits as previously stated. Collectively, the Executive Leadership Team believes that an internal candidate would lead to a smoother, less burdensome transition for the City organization and the team is strongly committed to supporting that individual whomever the City Council selects.

Any discussion about qualifications of potential internal candidates would need to occur in executive session in accordance with state law. A final decision needs to occur by vote of the council which will occur at a later meeting date in open session.

Decision point: Does the City Council want to direct staff to initiate a process to appoint an external Interim City Manager or does council want to proceed to executive session to discuss the qualifications of internal candidates to be the Interim City Manager over the next six months?

Potential Decision Point: Does council want to direct staff to negotiate the employment terms with a preferred Interim City Manager candidate if available?

FISCAL IMPACTS: Total costs for this process are unknown at this time. A budget amendment will be needed for this item and once a vendor and Acting/Interim City Manager have been selected. Staff will return with a budget amendment once those decisions are made.

ATTACHMENTS: No attachments.

RECOMMENDED ACTION:

1. Direct staff to initiate a recruitment process for the next City Manager.
2. Direct staff to conduct research based upon the criteria previously mentioned and provide council with a list of options and a final recommendation for an executive search firm at a future meeting.
3. Proceed to executive session to discuss the qualifications of internal candidates for an Acting and/or Interim City Manager appointment.
4. In open session appoint an Acting City Manager until the potential appointment of an Interim City Manager can be made at a future meeting.
5. Potentially direct staff to negotiate the employment terms of an Interim City Manager with the preferred candidate if available.

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