

*We are a welcoming, active and business-friendly rural  
foothill community built on California's rich gold rush history*



**City Manager's Report**  
**January 28, 2025, City Council Meeting**  
**Prepared by: Cleve Morris, City Manager**  
**Item #: 12.2**

**Subject:** Consider options for City Manager Recruitment/Appointment based on the projected retirement of the City Manager on October 3, 2025

---

**Recommendation:** Provide direction to staff regarding preferred recruitment option for the City Manager Position.

**Purpose:** To review and provide direction to staff to facilitate the upcoming recruitment of the City Manager.

**Strategic Plan Strategy:** Good Governance

- 4) Strategy - Provide support to staff through behaviors and actions

**Background:** Municipal Code Title 1 Section 19.1 States:

*The office of the city administrator of the city is hereby created and established. The city administrator shall be appointed by the city council on the basis of his administrative and executive ability and qualifications and shall hold office for and during the pleasure of the city council.*

Section 19.1.11 States that the title of City Administrator and City Manager are interchangeable

**Discussion:** The City Manager has notified the City Council of his planned retirement for October 3, 2025. At the City Council Meeting on January 14, 2025, the Council directed staff to bring back a report outlining options for the recruitment/appointment of a new City Manager

There are three options available to the Council:

1. Conduct a full open recruitment using a private recruiter. The cost for the recruiter is estimated between \$20,000 and \$30,000. If this option is chosen, the process should begin immediately, as it will take close to 6 months to complete.
2. Conduct a full open recruitment using Human Resources Staff and the current City Manager to conduct the search. The estimated cost for advertising and position announcement materials is estimated between \$5,000 and \$7,000. This would also increase the workload on staff but could be accomplished.

## 12.2

3. Conduct in-house recruitment allowing only current employees to apply. This could be done by current Human Resources staff. There would be some cost with this process, but it would be minimal and could be absorbed in the current year's budget. This process would allow the City Council to interview potential in-house candidates prior to making a decision.

**Options:** See above.

**Environmental:**

This program does not qualify as a project under the California Environmental Quality Act (CEQA) and therefore no Environmental Statement is necessary.

**Cost:** Depending on the option chosen the cost could be up to \$30,000.

**Budget Impact:** Options 1 and 2 would require a budget amendment. A contingency was established with interest from ARPA funds and could cover this cost. Option 3 can be absorbed in the current year's budget.



M. Cleve Morris, City Manager