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**To: Lemoore City Council**  
**From: JP Prichard, Administrative Analyst**  
**Date: June 11, 2013**  
**Subject: City Manager Recruitment Update**

**Item # 7**

A handwritten signature in blue ink, appearing to be "JP Prichard", is written over the "From:" line of the header.

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**Discussion:**

The City's search for a new City Manager continues with the close of the application period on June 17, 2013. Staff will reveal the number of qualified candidates that have submitted themselves for consideration during the Council meeting on June 18.

As the recruitment enters the screening phase, staff wishes to propose the following steps:

- **Citizen Review Committee:** The Council would solicit help from specific members of the community to review the applications submitted to date. The committee would determine whether applicants meet the minimum qualifications as previously defined by the Council, and rank the applicants based on their qualifications.
- **Expert Review Committee:** The Council would invite subject matter experts (current and/or former City Managers, most likely) to interview the candidates deemed qualified by the Citizen Review Committee.
- **Assessment Center:** Top candidates would be requested to provide specific work product (to be determined by the Council) to round out their application materials.
- **Council Interviews:** The Council would begin interviewing the top candidates for the position. Multiple interviews may be appropriate at this phase.

Please keep in mind that the total number of applications received could alter the above plan. Staff will keep the Council informed at all steps of the screening process and will be requesting Council input throughout.

During this stage of the recruitment, Council will need to reach some consensus regarding issues of compensation. While this can obviously be a range based on the qualifications, characteristics, and experience of the final candidate, failing to provide this information during the screening process will discourage candidates from participating in the full process. Some things to consider: Was the compensation of the previous City Manager a good starting place? Was it competitive? What are local municipalities paying administrators with this level of responsibility? And, at the end of the day, what can the City afford?

**Budget Impact:**

Expenses associated with the production of recruitment materials, advertising, and candidate screening will likely range from \$4,000 to \$5,000.

**Recommendation:**

It is recommended that, after discussing the above, Council provide direction to staff regarding the candidate screening process.