

M E M O R A N D U M

To: Town Commission
From: Tom Harmer, Town Manager
Report date: June 24, 2022
Meeting date: July 1, 2022
Subject: Town Manager Retirement

Recommended Action

Provide Direction to Manager

Background

As the Commission is aware, I have submitted my intent to retire and not request a renewal of my contract. To facilitate a discussion with the Commission on the transition to a new Town Manager, I have placed a discussion item on the July 1, 2022 Regular Meeting agenda.

Appointing a Manager is one of the most important decisions the Commission makes. There is some guidance in the Town's Charter regarding the appointment.

Article III. Town Manager

Section 1.- Appointment; qualifications; compensation.

The Town Commission shall, by an affirmative vote of a least five (5) members, appoint a town manager who shall serve at the pleasure of the Town Commission and for such compensation as determined by the Commission. The manager shall be appointed solely on the basis of professional and administrative qualifications.

As part of the next steps, I think it would be helpful for the Commission to discuss additional characteristics and experience they would like the next Manager to have. This helps in setting expectations for the qualifications of candidates for the position. For example, is Florida experience important? Is coastal experience important? Is experience in a certain size of local government and organization or the size of the budget important. Are you looking for an experienced Manager or someone that may be interested in their first Manager's position? Is there a preferred background or project type experience?

Recruitment Options

In addition to understanding what type of candidate you would like to recruit, it is important to decide on the process you would like to go through. There are a number of options for the Commission to consider.

I have listed below 3 broad approaches recognizing there are both variations and hybrids to each of these paths.

- Internal candidate consideration. Can be an interim appointment or a full appointment.
- Targeted Recruitment Effort. Individuals identified and ultimately directly contacted by the Town to see if they would be interested in the open position.
- External Recruitment Effort. Can be managed through a headhunter firm or internally.

I will make myself available in advance of the meeting for any one on one discussions or questions. If a consensus of the Commission is reached at the meeting on the process we can come back with the next steps for the Board's consideration. Going forward there are a number of follow-up issues that can be clarified depending on the approach the Commission would like to take.

I look forward to discussing next steps. At the Commission's discretion, I will make myself available to assist in the process and will do everything I can to help make the transition as smooth as possible.

Staff Recommendation

Provide Direction to Manager

End of Agenda Item