

From: Mayor Dennis Coombs
To: Residents of Longmont
Subject: City Manager Selection Process

As 2012 begins, I have received lots of questions about the process of hiring a new city manager to replace Gordon Pedrow. Hiring our next city manager is one of the most significant decisions that we will make for some time to come, and the members of the city council take this responsibility very seriously.

The consulting firm selected by the city council on July 12, 2011 to help conduct this search is nationally recognized as being expert at assisting municipalities select city managers. Slavin Management Consultants has over 30 years of experience in this field. The contract with Slavin is public record, and interested members of the public can find it on the city's website at www.ci.longmont.co.us/city_manager.

After the November election, new council members spoke with the firm and provided input about what we are looking for in the next city manager. This candidate profile establishes selection criteria and serves as the initial screening tool. On December 20, the council applied the candidate profile criteria to the applicant pool and provided feedback to the consultant. The consultant will use this information to help the council identify candidates who will be invited to interview later this month.

Slavin's contract, which was approved by the city council describes the following process steps/responsibilities:

- Develop Position Profile– Mayor and City Council
- Identify Qualified Candidates, Evaluate Prospective Candidates, Preliminarily Screen Applicants, Establish Candidate Evaluation Criteria, Provide Legal Guidance, and Communicate with Candidates – Slavin Management Consultants
- Determine Finalists – Mayor and City Council, Slavin Management Consultants
- Offer/Contract Negotiations – Mayor and City Council, City Attorney, Slavin Management Consultants

I am pleased to say that we are on schedule, with interviews taking place this month, and I appreciate how professionally the process is being managed. We have a great opportunity in front of us to select a city manager who will support city council in moving forward the issues and opportunities that were identified in the recruitment brochure. This brochure also is available on the City's website at www.ci.longmont.co.us/city_manager.

Finalist names will be announced to the public before the interviews scheduled for January 19 – 20, 2012. Finalist names are confidential until this point to protect their privacy and minimize potential employment disruption and/or termination of candidates being considered. Additionally, non-finalist application materials are confidential under the Colorado Open Records Act. Let's not forget that this

selection process is a two way street. While we are looking at and assessing candidates, they are also looking at and assessing us.

We are planning a public event on January 19 for the community to meet with the candidates. Keep an eye out in the *Times-Call* and on the City's website for more information about the actual time and place. We are in exciting times, and I look forward to the city council bringing in the best person for this important job.