City of Carroll

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MEMO TO: Honorable Mayor and City Council Members

FROM: Laura A. Schaefer, Finance Director/City Clerk

DATE: May 4, 2016

SUBJECT: City Manager Search Process

City Manager Gerald Clausen has tendered his resignation effective July 29, 2016. A search for a city manager has not occurred since 1994. As such, Council needs to determine how to proceed with a replacement for the city manager position.

Jeff Schott, Director of Institute of Public Affairs, plans to present information at the Council meeting to help in this process and answer any questions you may have.

RECOMMENDATION: After the presentation, Council discussion and appropriate action.