



**AGENDA REPORT**  
**SAN CLEMENTE CITY COUNCIL MEETING**  
 Meeting Date: December 4, 2012

Agenda Item 11B(1)  
**Approvals:** [Signature]  
 City Manager \_\_\_\_\_  
 Dept. Head \_\_\_\_\_  
 Attorney \_\_\_\_\_  
 Finance \_\_\_\_\_

**Department:** City Manager  
**Prepared By:** George Scarborough, City Manager

**Subject:** *APPOINTMENT OF A NEW CITY MANAGER*

**Summary:** With my retirement scheduled for March 20<sup>th</sup> of 2013, I recommend the City Council determine its course for choosing a new City Manager.

The two most successful options for replacing the City Manager are to do a full recruitment or, alternatively, appoint an existing City employee to the position of City Manager.

If the City Council chooses to do a full recruitment, it would be appropriate to retain a qualified firm to conduct the appointment. We estimate the cost of such a recruitment to be \$26,000 and could be expected to take 6-9 months to complete. If the Council does choose to conduct a recruitment it would be best to proceed immediately to retain a qualified firm to conduct it.

The City is fortunate that the Assistant City Manager, Pall Gudgeirsson, is well qualified to serve as City Manager. I believe Pall has the confidence of the City Council, the Community and the City Employees and would be an excellent choice for San Clemente City Manager.

I will work with Pall over the months prior to my retirement to insure he is fully engaged in all issues involving the City Manager so that the transition to the new City Manager will be completely seamless.

**Recommended**

**Action:** STAFF RECOMMENDS THAT the City Council declare its intent to appoint Pall Gudgeirsson as City Manager upon my retirement on March 20, 2013.

**Fiscal Impact:** None identified.

**Attachments:** None.

**Notification:** None.