

**CITY COUNCIL AGENDA TOPIC**

An Ordinance appointing Diane Carlson as City Manager and authorizing execution of the Employment Agreement between the City and Carlson that establishes the City Manager's terms and conditions of employment.

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*Human Resources Department*

**EXECUTIVE SUMMARY****ACTION**

This Ordinance appoints Diane Carlson as City Manager and authorizes execution of an agreement establishing the City Manager's terms and conditions of employment.

**RECOMMENDATION**

Move to adopt Ordinance No. 6813

**BACKGROUND/ANALYSIS**

After a consultant received input from the City Council, City Leadership Team, and community members about the desired qualifications and requirements for the vacant City Manager position, a job profile was created. After reviewing of the job profile and receiving input from the consultant, Council decided to interview the Acting City Manager, Diane Carlson, for the position. The City held two public forums for the Acting City Manager to respond to questions submitted in advance by the public. The Council then interviewed Diane Carlson for the position of City Manager at a special public meeting.

At the September 17, 2024 meeting, Council unanimously selected Diane Carlson as the next City Manager and directed staff to begin negotiations for an employment contract to be brought back along with an ordinance formally appointing Diane Carlson to the position of City Manager.

**POLICY & FISCAL IMPACTS****Policy Impact**

This action furthers the high performance government strategic target area because a well-managed government is foundational to the success of the Council's vision and City services

**Fiscal Impact**

The funds are budgeted for this position to implement this Ordinance.

**OPTIONS**

1. Adopt the Ordinance appointing Diane Carlson as City Manager and authorizing execution of the Employment Agreement between the City and Carlson that establishes the City Manager's terms and conditions of employment.
2. Do not adopt the Ordinance and provide alternative direction to staff.

## **ATTACHMENTS**

A. Employment Agreement  
Proposed Ordinance No. 6813

## **AVAILABLE IN COUNCIL LIBRARY**

N/A