

**RESOLUTION NO. 2098**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GOLDEN ESTABLISHING A SUCCESSION PLAN FOR THE POSITION OF CITY MANAGER**

WHEREAS, the City of Golden has the responsibility of preparing for events which may affect the operation of City government; and

WHEREAS, the City Charter requires Council to appoint a new City Manager whenever a vacancy occurs, within a reasonable time; and

WHEREAS, City Council can best meet this standard if there is a Succession Plan already in place.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GOLDEN, COLORADO:

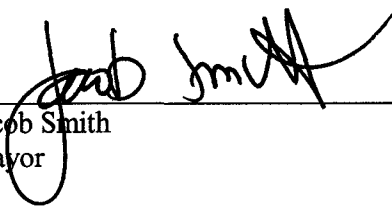
Section 1. The attached City Manager Succession Plan is hereby adopted.

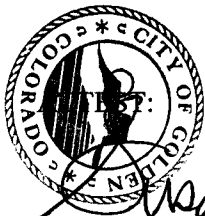
Section 2. The City Council Governance Policies are amended as follows:

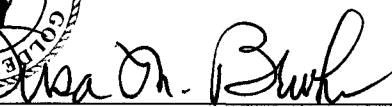
Policy 2.7 Emergency City Manager Succession

3. As part of his/her annual reporting requirements for this Section (October), the City Manager shall inform Council in writing if the "Immediate Acting City Manager" currently designated by Resolution No. 1836 should be changed or can remain the same.

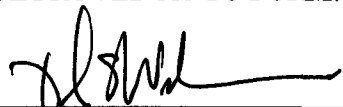
Adopted this 16th day of December, 2010.

  
\_\_\_\_\_  
Jacob Smith  
Mayor



  
\_\_\_\_\_  
Susan M. Brooks, MMC  
City Clerk

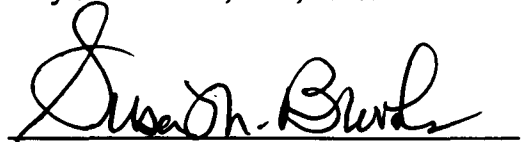
APPROVED AS TO FORM:

  
\_\_\_\_\_  
David S. Williamson  
City Attorney

I, Susan M. Brooks, City Clerk of the City of Golden, Colorado, do hereby certify that the foregoing is a true copy of a certain Resolution adopted by the City Council of the City of Golden, Colorado at a regular business meeting thereof held on the 16th day of December, A.D., 2010.



ATTEST:

  
Susan M. Brooks, City Clerk of the City of  
Golden, Colorado

**City of Golden**  
**City Manager Succession Policy**  
*(Adopted by Resolution No. 2098)*

**I. Background:**

- A. Introduction: It is critically important that the City Council be prepared to fulfill their key responsibility to appoint a City Manager. Failure to do so in a professional, orderly and timely manner can quickly lead to a dysfunctional organization and put the City at undue risk.

As Chief Executive Officer, the City Manager is responsible for staff development and succession planning for other City employees, but the City Council has sole responsibility for the appointed City Manager.

- B. Charter Requirements:

**CHAPTER VII**  
**CITY ADMINISTRATION**

***SECTION 7.1. MANAGER.***

*Whenever a vacancy occurs, the council shall, within a reasonable time, upon a vote of the majority of the entire council, appoint a manager, who shall be the chief executive and administrative officer of the city. Such appointment shall be without definite term and shall be at a salary to be fixed by council. The manager shall be appointed without regard to any consideration other than his fitness, competency, training, and experience as a manager. At the time of his appointment the manager need not be a resident of the city, but during his tenure of office he shall reside within the city. No member of the council shall be appointed manager during the term for which he shall have been elected, nor within one year after the expiration of his term.*

***SECTION 7.2. ABSENCE OF CITY MANAGER.***

*The council may appoint an acting city manager during the period of vacancy in the office, or during the absence or disability of the city manager. Such acting city manager shall, while he is in such office, have all the responsibilities, duties, functions and authority of the city manager.*

C. Council Governance Polices:

***POLICY 2.7 EMERGENCY CITY MANAGER SUCCESSION***

*In order to protect the Council from sudden loss of City Manager services, the City Manager shall not fail to ensure that at least two (2) other members of the management team are sufficiently familiar with Council and City Manager issues and processes to take over with reasonable proficiency as an acting city manager, as may be appointed by Council.*

- 1. In non-emergency situations (e.g. City Manager travel, vacation, etc.) the CM may not fail to designate a staff member to act on his/her behalf in such absence, and to notify Council and appropriate staff of such designation.*
- 2. The City Manager shall not fail to have an Emergency Succession Plan.*

*Date Last Revised: Resolution No. 2048, April 22, 2010*

**II. Procedure for filling City Manager vacancy with adequate notice:**

In the event an incumbent City Manager gives notice of his/her intent to resign:

- A. The City Manager will distribute a request for proposals (RFP) to Executive Search firms specializing in public sector recruitment.
- B. The City Clerk will order for each member of Council the latest edition of the Colorado Municipal League (CML) publication How to Hire a Local Government Administrator.
- C. The City's Director of Human Resources shall provide Council with the latest survey data on Colorado City Manager compensation.
- D. Council will select, hire, and work with the executive recruiter to:
  - Establish job search goals, including any changes to the job description, deadlines for applications, requirements for applicants, selection procedures, and the time frame for selecting and employing a new City Manager.

- Solicit applications from a deep pool of experienced managers, which shall include at a minimum, listing the position with the CML job finder and with the International City Managers Association.
- Select the top 4 or 5 candidates to interview (*under Colorado law this list of finalists is public information and must be released at least 14 days before appointment*).
- Include a public process for the community and employees to meet the finalists and provide confidential feedback to Council or the Recruiter.
- Interview each finalist in executive session (with the Executive Recruiter present) and give direction to the Executive Recruiter as to their preliminary selection(s).
- The Executive Recruiter will conduct a thorough background check of the prime candidate and report problems back to Council and/or facilitate, with the assistance of the City Attorney, final contract and compensation negotiations with the candidate.
- Council will then consider the final contract proposal and take formal action at the next regular or special business meeting.

### **III. Procedure for Designating an Acting City Manager:**

- A. In the event of the incumbent City Manager's sudden and unexpected absence, the Immediate Acting City Manager, designated by Resolution 1836 or its successor resolution, shall immediately assume the position, even when the City Manager has designated another department head as Acting City Manager for a planned short-term absence.
- B. The City's Director of Human Resources and the City Attorney shall advise City Council, by memorandum, of their obligations, if any, to the City Manager under the Family Medical Leave Act (FMLA), during his/her absence.
- C. At its next business meeting, City Council shall, by motion, ratify the status of the Immediate Acting City Manager or designate another City employee for the position. If he/she is expected to fill this

position for more than 30 days, Council will consider a temporary salary adjustment.

- D. If the City Managers' absence is expected to be permanent or prolonged, the City Council should request the CML list of available Interim City Managers.
- E. City Council will interview at least two potential Interim City Managers and secure one to serve in that capacity.
- F. Once an Interim City Manager is selected, the procedure in Section II, above, will be followed for filling City Manager vacancy with adequate notice.