



# Interim City Manager Discussion

Human Resources

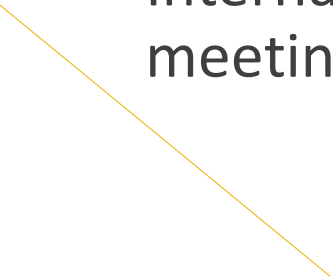
Item# 25-2158, December 2, 2025

# Purpose

- Outline options for Council's consideration regarding the City Manager succession process
- City Manager, Sara Hensley last day with City of Denton March 31, 2026.
  - Using accrued leave through May 30, 2026
  - Financial consideration: Will continue to receive annual salary through accrued leave, along with any amounts payable under the employment contract



# City Manager Recruitment Process

- 4 – 6+ Months
  - At least 20-25% of first year annual compensation
  - Candidate travel, relocation, etc.
  - Internal staff time (HR/Legal/Communications), Council/committee meetings, finalist receptions, community meet and greets, etc.
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# Interim City Manager Appointment – Decision Overview

- **Interim City Manager Options**

- Option 1: Appoint now (**Recommended**)
- Option 2: Appoint at a future date as determined by Council
- Option 3: No Interim

- **Appointing an Interim City Manager**

PROS	CONS
Ensure Immediate Leadership Continuity	May Create Leadership Uncertainty
Provide Organizational Stability	Risk of Dual Expectations
Allow Time for a Thoughtful Recruitment Process	Staff Hesitation in Decision-making
Evaluate the Interim as a Potential Permanent Candidate	Cost Considerations for Interim Pay
Manage Financial and Contractual Considerations	Ambiguity for External Partners, May Defer Collaborations

# City Manager Recruitment – Decision Overview

- **City Manager Recruitment Options**

- Option 1: Delay full recruitment pending a “Working Interview” (e.g., 12 months) **(Recommended)**
- Option 2: Begin recruitment only after current City Manager departs
- Option 3: Begin full recruitment immediately

- **Key Considerations**

- Leadership Continuity
- Organizational Readiness
- Timing and Market Conditions
- Evaluation of Interim Leadership
- Financial Implications
- Community and Council Engagement
- Succession Planning Goals

# Next Steps

Discussion and direction on preferred approach

- Provide direction on appointing an Interim City Manager
- Provide direction on when to start the City Manager recruitment process

