



Memorandum

To: Mayor, Town Council
From: Dawn Brecke, Treasurer
Date: January 8, 2026
Re: January 14, 2026 Town Council Meeting
Town Manager Recruitment/Interim Options

SUMMARY

This staff report provides an update on the Town Manager recruitment process, outlines the anticipated hiring timeline, and presents options for interim management coverage following the Town Manager's resignation effective February 10, 2026.

BACKGROUND

The Town conducted a recruitment for the Town Manager position and received a total of 73 applications. Following an initial screening, the Town Council reviewed 25 applications and selected 8 candidates to advance to interviews.

Based on the interview schedule and subsequent steps in the selection process, staff anticipate that the recruitment and hiring process will extend into mid to late March 2026.

The Town Council previously approved Town Manager Rick Wixom's resignation, effective February 10, 2026.

INTERIM MANAGEMENT OPTIONS

Given the gap between the approved resignation date and the anticipated start date of a new Town Manager, the following options are available to provide administrative coverage during the interim period:

1. No Interim Town Manager
The Town could operate without a Town Manager until the selected candidate begins employment. While feasible, this may not be the best option to ensure a smooth transition to a new Town Manager.
2. Appoint a Department Head as Interim Town Manager
The Council could appoint a current department head to serve as Interim Town Manager. However, this option is considered less viable because it would leave that department short-staffed during the interim period.
3. Request an Extension of the Current Town Manager's Resignation Date
The Council could request that Rick extend his employment through the end of March 2026. This option would maintain leadership continuity and ensure that time-sensitive

processes, particularly the early stages of the FY2026-27 budget development, continue without loss of momentum while the recruitment process is finalized.

Please let me know if you have any questions regarding the hiring process, timeline, or interim management options.