



City Manager's Office

MEMORANDUM

DATE: August 26, 2022

TO: Mayor and City Council

THROUGH: Doug Thornley, City Manager Approved Electronically

FROM: Jaime Schroeder, Parks and Recreation Director

SUBJECT: Parks and Recreation Director Retirement and Succession Plan

It is with excitement, but also bittersweet, to formally announce my pending retirement from the City of Reno.

After meeting with PERS earlier this week, I have been able to confirm I am eligible for retirement; however, I do not intend to formally retire until we are able to implement a succession plan that has been collaborated on by staff from Human Resources, Finance, and the City Manager's Office. My retirement may occur as early as November, but no later than January 13, 2023.

Because of this Council's support of parks and recreation, and the ability to allocate millions of dollars toward much needed capital projects, it is important to recruit and hire a replacement prior to my departure.

The following is a general timeline that is subject to adjustments as necessary:

- AUG 26 - SEP 8, 2022 Director Recruitment (led by our HR team but will include nationwide search)
- SEP 8-16 Resume Review
- SEP 26-30, 2022 Screening Interviews (HR, CMO)
- OCT 10-14, 2022 Internal and External Stakeholder Panel Interviews
- OCT 17-21, 2022 Final Interviews w/City Manager
- OCT 24-25, 2022 Offer Letter/Acceptance Period
- NOV 28, 2022 - JAN 13, 2023*
 - New Director Start Date & potentially up to 7 weeks of overlap/transition time to ensure the new director has the best start possible in the position. *The overlap could shrink pending Director selection.

I am confident the City of Reno has become a place that will attract many qualified candidates capable of leading your Parks and Recreation Department. It has been a true honor and privilege to lead a remarkable team of dedicated professionals, and I am proud to have been a part of this organization for the past 27 years. Thank you for the amazing opportunity to create a community we call home.