



**Council Meeting: June 10, 2008**

**SUBJECT: ADOPT CANDIDATE ASSESSMENT AND INTERVIEW PROCESS FOR NEW SUNNYVALE CITY MANAGER AS RECOMMENDED BY THE CITY COUNCIL SUBCOMMITTEE.**

**REPORT IN BRIEF**

The City Council has established guidelines regarding the City Manger selection process. This report outlines further processes for the candidate assessment and interview panel selections as developed by the City Council subcommittee.

**BACKGROUND**

At the City Council meeting of March 18, 2008, the City Council selected Bill Avery, of Avery and Associates, to administer the recruitment and selection process for the new City Manager. The City Council held a study session on April 8, 2008, with Mr. Avery to review the plan for the City Manager recruitment and selection process. At the City Council meeting of May 13, 2008, the City Council approved the position profile for the new City Manager which has been included in the recruitment brochure.

On May 22, 2008, the City Council subcommittee met to discuss and develop a selection process for candidate assessment, including composition of interview panels.

**EXISTING POLICY**

Section 800 of the Sunnyvale City Charter states, in part, "The City Manager shall be chosen by the City Council on the basis of his/her executive and administrative qualifications."

**DISCUSSION**

The recruitment for the new City Manager is currently underway. Advertising and outreach has begun and the final filing date for applications is June 27, 2008.

On May 22, 2008, the City Council subcommittee met to discuss and develop a selection process for candidate assessment, including composition of interview panels. The following represents the City Council subcommittee's recommendations to the City Council:

Candidate Assessment- It is proposed that on July 22, 2008, at a closed session of the City Council, Mr. Avery of Avery and Associates will review the recommended finalist City Manager applications with the City Council. The City Council will have the opportunity to review all applications prior to that meeting. Mr. Avery's recommendations of the finalist candidates will be based upon his review of all of the submitted applications and upon the preliminary interviews conducted with the candidates. It is anticipated from this closed session that the City Council will determine between 4-6 candidates to continue on with the next step of the selection process, which will consist of a formal interview process.

Interview Panels- The subcommittee has recommended a minimum of three and, depending upon community interest, four interview panels. The panels shall be as follows:

Panel 1: City Department Directors-all Directors not participating as a candidate will be invited to participate as panelists. The City Attorney will also be on this panel.

Panel 2: Employee Organization Representatives-Each of the five City recognized employee organizations will be asked to provide one representative to this panel.

Panel 3: Community Panel A - Selected residents/neighborhood association representatives. No more than eight members will serve on this panel.

Panel 4: Community Panel B - Selected business representatives. No more than eight members will serve on this panel.

Panels 3 and 4 may be combined into one Community Panel, depending upon the number of selected panelists in accordance with the application process described below.

Selection Process for Community Panels- Later this month, residents/neighborhood associations and business representatives will be asked to complete a one-page application in order to be considered as a panelist on a selection interview panel. The application will include questions regarding why the individual is interested in serving on the new City Manager selection structured interview panel, as well as an opportunity to provide relevant employment and educational background information. All applicants must be able to commit to a full day(s) of interviews, and be willing to sign a confidentiality agreement regarding the new City Manager selection process.

A press release and e-mails inviting neighborhood associations and interested community members to participate in the new City Manager selection process will be facilitated by the City's Communication Division. After a predetermined

date, the Human Resources Department will collect the applications and distribute the applications to the City Council for initial review. Council members will be asked to review the applications prior to the Council meeting of July 22, 2008, when the final selection of panelists will be determined. Those applications receiving an affirmative assessment upon initial review by at least three Councilmembers will be eligible for final panelist selection. At the regular City Council meeting of July 22, 2008, the City Council will vote on the final community panelist participants. Depending on the level of community interest, the Council will also decide at that time whether to have one or two community panels. The Human Resources Department will notify all applicants of the City Council decision after the meeting of July 22, 2008.

Interviews with the Candidates- The City Council subcommittee has recommended that structured panel interviews be scheduled on August 4 and 5, 2008. Interviews will be held on either one or both days, depending upon the number of candidates and the number of interview panels. In addition to the structured panel interviews, candidates will be interviewed by the full City Council in a closed session on either August 4, 2008, or August 5, 2008.

The City Council will receive individual written feedback from each of the panelists who participate on the interview panels. However, the panelists will not be asked to provide a specific ranking of the candidates that are interviewed.

Follow-up City Council interviews/reference checks/site visit- It is likely that the City Council will want to perform follow-up interviews with one or two of the new City Manager candidate finalists. In addition, once a final candidate has been selected and preliminary background checks are completed by Mr. Avery, select City Council members will likely perform a site visit to the candidate's current place of employment. The subcommittee recommends that the specifics related to this process can be finalized at a later date.

### **FISCAL IMPACT**

There is no fiscal impact associated with the approval of the candidate assessment and interview process for the new City Manager.

### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, in the Council Chambers lobby, in the Office of the City Clerk, at the Library, Senior Center, Community Center and Department of Public Safety; posting the agenda and report on the City's Web

site; and making the report available at the Library and the Office of the City Clerk.

**ALTERNATIVES**

1. That the City Council approve the candidate assessment and interview process recommendations for the new City Manager as developed by the City Council subcommittee.
2. That the City Council modify the candidate assessment and interview process recommendations for the new City Manager as developed by the City Council subcommittee.
3. Take no action at this time and provide further direction to the subcommittee.

**RECOMMENDATION**

Staff recommends adoption of Alternative #1 that the City Council approve the candidate assessment and interview process recommendations for the new City Manager developed by the City Council subcommittee.

Prepared by:

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Approved by:

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