



# City of Austin

## *City Manager*

October 3, 2017

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# Timeline and deliverables

Outlined below is our timeline and deliverables schedule for our City Manager search.\*

Date	Deliverables and Action Items	Location / Additional Information
August 8 <sup>th</sup>	<ul style="list-style-type: none"> <li>Discuss Candidate Profile, feedback, and potential engagement of Citizen Task Force</li> </ul>	<ul style="list-style-type: none"> <li>Austin City Council Work Session</li> </ul>
August 10 <sup>th</sup>	<ul style="list-style-type: none"> <li>Receive approval for the Candidate Profile and potential engagement of Task Force Committee</li> </ul>	<ul style="list-style-type: none"> <li>Austin City Council Meeting</li> </ul>
Weeks of August 14 <sup>th</sup> and September 4 <sup>th</sup>	<ul style="list-style-type: none"> <li>RRA contacts market Sources and Potential Prospects</li> <li>RRA begins interviews with Potential Prospects</li> </ul>	<ul style="list-style-type: none"> <li>Candidate Profile posted online</li> </ul>
Week of September 11 <sup>th</sup>	<ul style="list-style-type: none"> <li>RRA meets with City Council to provide a search update</li> <li>Ongoing market outreach and RRA interviews</li> </ul>	<ul style="list-style-type: none"> <li>Meeting to take place In person or by phone</li> <li>Date, Time, and Location TBD</li> </ul>
Weeks of September 18 <sup>th</sup> and September 25 <sup>th</sup>	<ul style="list-style-type: none"> <li>Ongoing market outreach and RRA interviews</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
Weeks of October 2 <sup>nd</sup> and October 9 <sup>th</sup>	<ul style="list-style-type: none"> <li>RRA meets with City Council to provide a search update and progress report</li> <li>RRA and City Council discuss Prospects for potential initial interviews</li> <li>RRA conducts ongoing market outreach</li> <li>RRA interviews Prospects and identifies Candidates for initial Council interviews</li> </ul>	<ul style="list-style-type: none"> <li>Update re search progress and status will be public briefing</li> <li>Discussion re Prospects for potential interview will be personnel executive session</li> </ul>
Weeks of October 23 <sup>rd</sup> and October 30 <sup>th</sup>	<ul style="list-style-type: none"> <li><b>City Council First Round Interviews with Candidates identified by RRA</b></li> <li>Ongoing market outreach and additional RRA interviews as necessary</li> <li>RRA conducts background checks of Candidates</li> </ul>	<ul style="list-style-type: none"> <li>Date, Time, and Location TBD</li> <li>Interviews conducted in personnel executive session</li> </ul>
Week of November 6 <sup>th</sup>	<ul style="list-style-type: none"> <li><b>Additional City Council First Round Interviews with Candidates (if needed)</b></li> <li>RRA and City Council discuss Candidates for potential second interviews</li> <li>RRA begins reference checks</li> <li>Candidates may be asked to take additional cultural examinations</li> </ul>	<ul style="list-style-type: none"> <li>Date, Time, and Location TBD</li> <li>Interviews (if any) and Candidate discussions conducted in personnel executive session</li> </ul>
Weeks of November 13 <sup>th</sup> and November 20 <sup>th</sup>	<ul style="list-style-type: none"> <li><b>City Council Second Round Interviews with Candidates identified by RRA**</b></li> </ul>	<ul style="list-style-type: none"> <li>Date, Time, and Location TBD</li> <li>Interviews will be conducted in personnel executive session</li> </ul>
Weeks of November 27 <sup>th</sup> and December 12 <sup>th</sup>	<ul style="list-style-type: none"> <li>City Council identifies a final candidate</li> <li>City Council votes to approve and appoint new City Manager</li> </ul>	<ul style="list-style-type: none"> <li>Council may deliberate on potential final candidate in personnel executive session</li> <li>Council will identify and vote on final candidate in public Council meeting</li> </ul>

\* All time periods are estimates only and actual times may vary

\*\* Potential for Task Force Committee involvement

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# Interview Process Options

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## Option 1: City Council Members interview candidates as a group.

### Pros

- Everyone hears the same questions and answers.
- More efficient use of time.
- Ability to assess candidate in a larger, City Council, like setting.

### Cons

- Size of meeting will constitute a quorum (though interviews could be done in executive session).
- Less time to ask follow up questions.
- More impersonal feeling.

## Option 2: City Council Members interview candidates in small groups.

### Pros

- Group size might not create a quorum.
- More time for back-and-forth discussion.

### Cons

- More time consuming.
- Will not hear answers to all questions.