



City of Sunnyvale

Agenda Item-No Attachments (PDF)

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REPORT TO COUNCIL

SUBJECT

Approve the Appointment of the City Manager and Approve the Employment Agreement

BACKGROUND

The City Council started the recruitment and selection process in September 2013 to seek a new City Manager to replace outgoing manager Gary Luebbers. The process has now concluded, and the City Council is asked to take action on two issues. The first is to take action on the appointment of a specific City Manager candidate. The second item is to approve an employment agreement for services which outlines the compensation and terms of employment.

EXISTING POLICY

The City of Sunnyvale City Charter Section 800 established that the City Manager shall be chosen by the City Council. Entering into a contract is consistent with the City of Sunnyvale Charter Section 900.

ENVIRONMENTAL REVIEW

N/A

DISCUSSION

The City Council selected Bill Avery and Associates to manage the recruitment and selection process for the City Manager position. The application deadline was November 20, 2013 and the initial interview with the most qualified candidates was conducted on December 13, 2013. From the initial interviews, the final candidates were invited to a final interview with the City Council on January 10, 2014. From this interview process the City Council determined to move forward with background and reference checks.

Discussions regarding terms and conditions of employment were completed with the final candidate resulting in the attached employment agreement.

FISCAL IMPACT

There is minimal fiscal impact as most of the compensation and benefit elements are currently in the budget. A one-time expenditure to fund the starting Paid Time Off (PTO) leave bank will be approximately \$25,400. Because the City Manager position has been vacant for several months, this amount can be absorbed within the Office of the City Manager Program budget.

PUBLIC CONTACT

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

ACTION #1: APPOINTMENT OF THE CITY MANAGER

1. Approve the appointment of Deanna J. Santana as the City Manager.
2. Do not appoint Deanna Santana as the City Manager and direct staff on further action.

ACTION #2: APPROVAL OF THE EMPLOYMENT AGREEMENT

1. Approve the employment agreement as outlined in Attachment 1.
2. Approve a revised employment agreement.
3. Take no action.

STAFF RECOMMENDATION

Staff makes no recommendations.

Prepared by:

Teri Silva, Director, Department of Human Resources

Approved by:

Robert Walker
Interim City Manager

ATTACHMENTS

1. Employment Agreement