



City of Sunnyvale

Agenda Item-No Attachments (PDF)

File #: 18-0042, Version: 1

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 October 2017 to seek a new City Manager to replace outgoing manager Deanna Santana. 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

The action being considered does not constitute a "project" with the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378 (b) (5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

DISCUSSION

Staff selected Peckham and McKenney, Inc. to manage the recruitment and selection process for the City Manager position. The application deadline was November 6, 2017 and the initial interview with the candidates identified by the City Council as most qualified was conducted on November 28, 2017. From the initial interviews, the preferred candidates were invited to a final interview with the City Council on December 8, 2017. From this selection process, the City Council determined to move forward with a current City of Sunnyvale employee, Kent Steffens. Discussions regarding terms and conditions of employment were completed with the final candidate resulting in the attached employment agreement.

FISCAL IMPACT

On September 12, 2017 Council adopted a change in the compensation range for the City Manager. The cost for the City Manager is budgeted in the operating program for the City Manager's Office, with the cost for the entire City Managers' office ultimately allocated across all operating funds in the City. Staff identified at that time that as the recruitment process would take some time, the impact of the adjustment on the current year could be absorbed in the current budget and adjusted for with the FY 2018/19 Budget. As the proposed salary is at the bottom of the pay range, this change can still be absorbed in the current budget. The other benefits offered are either in line with the current

budget or can be absorbed and adjusted for going forward.

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 website.

ALTERNATIVES

ACTION #1: APPOINTMENT OF THE CITY MANAGER

1. Appoint Kent Steffens as City Manager.
2. Do not appoint Kent Steffens as City Manager and direct staff on further action.

ACTION #2: APPROVAL OF THE EMPLOYMENT AGREEMENT

1. Approve an employment agreement with Kent Steffens as outlined in Attachment 1 to the report and authorize the Mayor to execute the agreement.
2. Approve a revised employment agreement with Kent Steffens as determined by a majority of the City Council and authorize the Mayor to execute the revised agreement.

STAFF RECOMMENDATION

Staff makes no recommendation.

Prepared by: Vienne Choi, Principal Human Resources Analyst

Reviewed by: Teri Silva, Interim Assistant City Manager

ATTACHMENT

1. Employment Agreement