



SANTA CLARA
VALLEY WATER
DISTRICT
MMA CHAPTER

INTERNATIONAL
FEDERATION OF
PROFESSIONAL AND
TECHNICAL
ENGINEERS
LOCAL 21
AFL-CIO

An organization of
Professional and Allied
Technical Employees

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April 1, 2009

Sig Sanchez, Chair
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Rosemary Kamei
Richard P. Santos
Larry Wilson
Patrick Kwok
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Santa Clara Valley Water District
5750 Almaden Expressway
San Jose, CA 95118

Dear SCVWD Board of Directors

On March 18, the Mid-Management Association (MMA) requested consideration and action by the Board on labor's participation in the CEO hiring process. The following suggested process models the approach used by the City of San Jose (**Exhibit A**) and the City of Sunnyvale (**Exhibit B**) to seek input and participation from labor and other stakeholders to recruit and hire their new city managers.

Process

1. The Employees Association (EA), Engineers Society (ES) and MMA each appoints a representative to serve on a structured interview panel.
2. Panel members sign a confidentiality agreement.
3. The panel will ask a maximum of nine questions. EA, ES, and MMA will be allocated three questions each.
4. At the conclusion of the interviews, the panel will submit a written recommendation of the candidates to the Board.

Thank you for taking the time to consider our request and proposal. Should you have any questions, please do not hesitate to contact the undersigned, Martin Gamez at 408-910-5219 or Nancy Ostrowski at 408-291-2200.

Sincerely

Martin Gamez
President
MMA Chapter
IFPTE Local 21

Nancy Ostrowski
Senior Labor Representative
IFPTE Local 21

Cc: Sharon Judkins, Interim-CEO, SCVWD
Bob Muscat, Executive Director, IFTPE Local 21

COUNCIL AGENDA: 09/19/06

ITEM: 3.6



Memorandum

TO: City Council**FROM:** Ron Gonzales, Mayor**SUBJECT: Executive Search Plan and
Timeline for Recruitment of a
New City Manager****DATE:** September 15, 2006

Approved

Date

9/15/06

RECOMMENDATION

1. Accept this executive search plan and timeline for the recruitment of a new city manager.
2. Direct the City Manager to oversee the implementation of the plan by the Human Resources Department beginning in October 2006.
3. Direct the Administration to recommend a funding source for the anticipated cost of this recruitment, and if necessary return to the City Council with a budget appropriation for the current fiscal year.

BACKGROUND

At its meeting on February 7, 2006, the City Council approved a series of steps to initiate the recruitment process for our next city manager this fall. In addition, Council directed that:

- At least two executive search firms be brought forward for Council consideration;
- The interim City Manager participate in the interview process; and
- Staff collect Council input for the candidate profile and seek a broadly diverse pool of qualified candidates.

This memo responds to these directives and recommends a more detailed executive search plan and timeline for the city manager recruitment. This memo was developed in coordination with the City Manager's Office, City Attorney's Office, and Human Resources Department.

Phase IV –Screening and Selection Process: The search consultant will perform an initial screening and interviews of candidates to identify those who appear to best meet the profile, and summaries of their qualifications will be prepared by the consultant and presented to the new Mayor. From this group a decision would be made regarding which finalists to invite for further interviews. After preliminary reference and background checks are performed, candidate interviews will be scheduled. It is anticipated that the interviews would involve panels that include community stakeholders, the interim City Manager, and other City staff.

Phase V - Facilitate Hire: Once a final candidate or candidates have been identified, site visits to the candidates' current communities might be conducted by the search consultant or City staff, final reference and background checks conducted, and a tentative offer negotiated. At this point, a final candidate or candidates would be presented by the new Mayor to the City Council for consideration.

COORDINATION

This memo was coordinated with the City Manager, City Attorney, and Human Resources Department.

COST IMPLICATIONS

It is anticipated that the recruitment will cost approximately \$45,500.

Attachments:
Executive Search Timeline
Mayor's Memo to Council approved February 7, 2006

These concluding search phases would be subject to the guidance of the new mayor and council:

PHASE III – Outreach and marketing

WEEK #	8	9	10	11	12	13
Task 1 Candidate profile is approved by new mayor and council						
Task 2 Finalize outreach efforts						
Task 3 Place advertising						
Task 4 Targeted mailings						
Task 5 Professional networking						

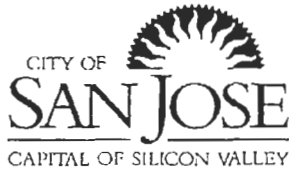
PHASE IV – Administration of selection

WEEK #	12	13	14	15	16	17
Task 1 Initial screening of candidates by consultant						
Task 2 Interview candidates						
Task 3 Prepare summaries						
Task 4 Present finalist recommendation to City for interview consideration						
Task 5 Preliminary reference and background check of finalists						
Task 6 Final interview (s) ⁴						

PHASE V – Facilitate hire

WEEK #	18	19	20
Task 1 Site visits			
Task 2 Finalize reference and background checks of the finalist			
Task 3 Negotiate tentative offer			
Task 4 Present finalist to council for final consideration			

⁴ Candidates invited to interview would meet with multiple panels comprised of community stakeholders, the current city manager and city staff.



Memorandum

TO: CITY COUNCIL**FROM:** Mayor Chuck Reed**SUBJECT:** CITY MANAGER EXECUTIVE
SEARCH**DATE:** February 14, 2007

Approved

Chuck Reed

Date

2/14/07

RECOMMENDATION

1. Approve the draft ideal candidate profile.
2. Approve the implementation of the remaining phases of the search.

OUTCOME

Staff to report back to Council on the progress of the City Manager executive search process. Approve the candidate profile that resulted from stakeholder outreach that will guide the recruitment of candidates and proceed with the search.

BACKGROUND

On September 19, 2006, the Council accepted a plan and timeline for the executive recruitment of a new City Manager and directed Human Resources to oversee the implementation of the work plan. A listing of each major phase of the work plan is set forth below, with Phases I and II now completed, and Phases III, IV and V to be conducted under the guidance of the new Mayor and Council:

- Phase I – Consultant Selection;
- Phase II – Stakeholder Input and Profile Development;
- Phase III – Candidate Outreach and Marketing;
- Phase IV – Candidate Screening and Selection Process; and
- Phase V – Facilitate Hire.

CITY COUNCIL

02-14-07

Subject: City Manager Executive Search

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COORDINATION

This report was coordinated with the City Manager's Office, Human Resources and the City Attorney's Office.

COST SUMMARY/IMPLICATIONS

The amended budget already provides for the estimated expense of this executive search process.

CEQA

Not a project.

Attachments

include San José State University, Santa Clara University, Stanford University, University of California at Berkeley, University of California at San Francisco, and University of California at Santa Cruz.

The downtown area is currently undergoing a renaissance with high rise residential projects, renovated theatres, cultural attractions, and downtown activities that center around ballet, opera, symphony, live theater, night clubs, restaurants, and museums such as the Tech Museum of Innovation, the Children's Discovery Museum and the Museum of Art.

The City of San José has a rich civil rights history and has been a leader in social inclusion and leadership, including being the first large city with a woman mayor and the first Asian American Mayor.

For more information about the City of San José, please visit the City's website at www.sanjoseca.gov

THE CITY GOVERNMENT

The City of San José is a charter city and operates under a council-manager form of government. The City Council consists of 10 council members elected by district and a mayor elected at large. The Charter makes the Mayor the political leader of the City and gives the Mayor additional authority to frame the City budget, as well as a budget office and a public information office. The City also operates its own international airport, foreign trade zone, convention center and museums, 140 parks encompassing 2,900 acres, and 20 community recreation centers.

The City of San José believes that the strength of the City lies with its employees. Community surveys consistently give high ratings to the delivery and quality of City services even though the City operates with a smaller staff than other comparable communities. Although recognized as a leader in innovation and technology, the City of San José has been recognized nationally for its innovations in public service delivery.

The 2006-2007 Operating and Capital Budgets for the City of San José total \$3.0 billion. The City employs approximately 6,843 fulltime employees.

MAYOR CHUCK REED'S VISION FOR THE CITY OF SAN JOSÉ

Recently elected Mayor Chuck Reed campaigned on a platform of honesty, fiscal responsibility, and open government, and he is looking for a candidate who shares those values and will thrive in San José's diverse community.

The Mayor is committed to keeping San José the Capitol of Silicon Valley and the Valley as the innovation center of the world. To achieve this, San José must become the best community in the world to live, work, and raise a family; and must be an exceptional

- Diversify the economy, and create an environment that encourages the attraction, retention and expansion of all sizes and types of businesses.
- Prioritize and balance the needs of the City within its financial limitations.

THE POSITION

The City Manager, nominated by the Mayor for approval by the City Council, is the administrative head of the City government. As the chief administrative officer of the City government, he/she is responsible for the proper operations of all City departments.

Under policy direction from the Mayor and City Council, the City Manager directs the overall operations of the City of San José, with the exception of the Redevelopment Agency Director, Independent Police Auditor, Office of the City Clerk, Office of the City Attorney, and Office of the City Auditor. As the Chief Administrative Officer, the City Manager is accountable and responsible for executing all policies and programs mandated by the City Council and for making recommendations to the City Council to further the City's goals and objectives.

In accordance with Section 701 of the City Charter, the City Manager has the following powers and duties:

- Subject to the Civil Service provisions of this Charter and of any Civil Service Rules adopted pursuant thereto, and except as otherwise provided elsewhere in the Charter, the City Manager shall appoint all officers and employees of the City; and, when he or she deems it necessary for the good of the service, the City Manager may, subject to the above-mentioned limitations, suspend without pay, demote, discharge, remove or discipline any City officer or employee who under the Charter is appointed by the City Manager;
- Except as otherwise provided elsewhere by the Charter, the City Manager shall direct and supervise the administration of all departments, offices and agencies of the City;
- The City Manager shall have the right to attend all meetings of the Council, other than closed executive sessions where the City Manager or another Council appointee is the subject of discussion, and to take part in its discussions, but not to vote. The City Manager shall attend all regular and special meetings of the Council unless prevented by illness or physical incapacity or unless his or her absence has been authorized by the Council;
- The City Manager shall be responsible for the faithful execution of all laws, provisions of the Charter, and acts of the Council which are subject to enforcement by the City Manager or by officers who are under the City Manager's direction and supervision;

THE CANDIDATE

Education and Experience

Must have a bachelor's degree from an accredited college or university. A master's degree in public administration or business administration and prior experience as a City Manager in a comparable, diverse, cosmopolitan city are highly desirable. Experience with and enthusiasm for using performance measurements for accountability and efficiency are also highly desirable.

Desirable skills and experience include budgeting and financial management, economic development, labor arbitration and negotiation, intergovernmental relations, planning, environmental regulation and community relations.

Candidates from all geographic regions and from private industry and government will be considered.

Management Style and Personal Traits

The City of San José is an innovative, progressive, dynamic organization that continually strives to meet the changing needs of the community. The City of San José is looking for a candidate who has the same commitment to this innovative vision.

The ideal candidate must have integrity and courage and will be a collaborative and confident leader and a team builder who has the ability to work within an experienced senior management team. In addition, he/she should be entrepreneurial with a strong customer service orientation as well as committed to providing a high level of services to the community. He/She must be able to motivate staff to meet the high expectations of the organization and community, hold them accountable, and at the appropriate time defend their actions. This person should be politically astute and able to see the big picture of the important and evolving role of city government. The candidate should be comfortable being visible and working in a diverse work environment and community. This person should be a strategic thinker who is able to develop ideas and implement them through teamwork and collaboration.

He/She should have excellent interpersonal skills, and be able to communicate effectively with people from all walks of life, including citizens, elected officials, and City employees. This person should also be organized, and respectful of others' opinions, but not afraid to express their own. In addition this person should be action-oriented and able to delegate and monitor performance without micro-managing. He/She should be able to mentor and develop staff and maintain a healthy workforce.

The City Manager should be proactive in bringing issues to the Council and treat all Council Members evenhandedly. He/She should keep the Council informed in a timely and accurate manner, and provide his/her best professional recommendations in helping the Council shape the vision of the City. However, when the Council makes a decision,

highly qualified candidates will be submitted to the appointing authority for final selection. Final interviews may include presentations to multiple panels as determined by the Mayor and City Council.

HOW TO APPLY

Interested candidates can apply for this position and obtain additional information at www.allianceresourceconsulting.com by **March 30, 2007**.

Questions, inquiries and nominations may be directed to:

Eric J. Middleton, *Managing Partner*

Alliance Resource Consulting LLC

One World Trade Center, Suite 1155

Long Beach, CA 90831

Telephone: (562) 901-0769

Facsimile (562) 901-3082

E-mail: emiddleton@alliancerc.com

An Equal Opportunity/ADA Employer.

Female, minority and disabled candidates are encouraged to apply.



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:

Erwin Young, Director of Human Resources

Approved by:

Amy Chan
City Manager



Council Meeting: July 22, 2008

SUBJECT: SELECTION OF COMMUNITY MEMBERS TO SERVE ON INTERVIEW PANELS FOR NEW SUNNYVALE CITY MANAGER.

REPORT IN BRIEF

The City Council received a total of 23 applications (see attached) from community members to serve on interview panels for the new Sunnyvale City Manger selection. After preliminary review by the City Council a total of 22 applicants are presented to the City Council for final selection to the panels. Those individuals selected will serve on a interview panel for the new Sunnyvale City Manager currently scheduled for August 4, 2008.

BACKGROUND

At the City Council meeting of June 10, 2008, the City Council approved a selection process, including composition of interview panels, for the new Sunnyvale City Manager. The interview panel process approved City Council included a minimum of three and, depending upon community interest, four interview panels. The panels approved were 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.

On June 18, 2008, a press release and e-mails inviting neighborhood associations and interested community members to participate in the new City Manager selection process was issued by the City's Communication Division. Community members were given until July 7, 2008 to turn in their applications. The City Council received a total of 23 applications from community members to serve on the interview panels. In accordance with the

procedure approved by the City Council on June 10, 2008, only those applications receiving an affirmative assessment upon initial review by at least three Councilmembers are eligible for final panelist selection.

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

Based upon an initial review by the City Council the following individuals are eligible for final City Manager panelist selection:

Antuzzi, Joseph - Business
Haywood, Kerry - Business
Montgomery, Adam - Business
Perzigian, Barbara - Business
Telfer, Jim - Business
Vidovich, John - Business
Wyrick, Joel - Business

Chuck, Howard - Business & Resident
Conely, Doyleene - Business & Resident
Dugan, Anne - Business & Resident
Higdon, Roger - Business & Resident
Lawton, Leslie - Business & Resident
Simons, David - Business & Resident

Angal, Vaishali - Resident
Fukumoto, Barbara - Resident
Griffith, James - Resident
Harms, Robert - Resident
Hendricks, Glenn - Resident
Miller, Julia - Resident
Schwartz, Arthur - Resident
Simms, Adam - Resident (did not specify category on application)
Stone, Larry - Resident

In accordance with the process approved by the City Council, each Council member is allowed to vote for as many applicants as there are openings.

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 selects community members to serve as panelists to assist in the selection of the new Sunnyvale City Manager.
2. That the City Council modify the selection process to determine participants as community panel members and suggest an alternative process. 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 staff or the City Manager selection process subcommittee.

RECOMMENDATION

Staff recommends adoption of Alternative #1 that the City Council selects community members to serve as panelists to assist in the selection of the new Sunnyvale City Manager.

Prepared by:

Erwin Young, Director of Human Resources

Approved by:

Amy Chan
City Manager

Attachments

A. Community Panel Applications Received

COMMUNITY PANEL APPLICATIONS RECEIVED

NAME	PANELIST APPLICATION
Antuzzi, Joseph	Business
Haywood, Kerry	Business
Montgomery, Adam	Business
Perzigian, Barbara	Business
Telfer, Jim	Business
Vidovich, John	Business
Wyrick, Joel	Business
Chuck, Howard	Business & Resident
Conley, Doyleene	Business & Resident
Dugan, Anne	Business & Resident
Higdon, Roger	Business & Resident
Lawton, Leslie	Business & Resident
Simons, David	Business & Resident
Angal, Vaishali	Resident
Fukumoto, Barbara	Resident
Griffith, James	Resident
Harms, Robert	Resident
Hendricks, Glenn	Resident
Miller, Julia	Resident
Salans, Josh	Resident
Schwartz, Arthur	Resident
Simms, Adam	Resident (did not specify category)
Stone, Larry	Resident

CITY OF SUNNYVALE
Application to Serve on Interview Panel for
New Sunnyvale City Manager

1. Applicant Name: _____
Last First M.I
2. Current Residence:
Mailing Address: _____

E-mail Address: _____
3. Phone Number: _____
Home Work Cell
4. I want to be considered as a (check one or both, if applicable):
 Resident/Neighborhood Association Panelist
How long have you lived in Sunnyvale? _____
 Business/Development Panelist
Name of Business/Company: _____

5. Why do you want to serve as a panelist for the city manager selection process?

6. Briefly describe your qualifications to be considered as a panelist. Include relevant information regarding career, education and community involvement.

- I am available to serve as a panelist for one full day on August 4, 2008.
- I understand I may be contacted by a City Council member to discuss my application.
- I agree to sign and adhere to a confidential agreement considering the City Manager hiring and selection process.

Signed (re-type your name if submitting by e-mail)

Date

Please return to Mindy Vargas in Human Resources via mail at 505 W. Olive Ave., Suite 202, Sunnyvale, CA 94086, fax to (408) 720-1497, or e-mail by clicking below by July 7 at 5 p.m. (No late applications will be considered.)