

## **City Manager Search Advisory Task Force Work Plan**

Austin is in the initial stages of ushering in a new form of governance. The success of the 10-1 Council depends on a productive and trusting partnership with the City Manager. This partnership is the most basic building block of successful policy making and implementation. Our city is part of one of the fastest growing urban areas in the country. The opportunities and challenges associated with this growth must be identified quickly to ensure we preserve the special character of Austin and grow with grace.

The selection of the next City Manager is the most important decision the Mayor and Council make. That final decision should flow from a community process that reaches deep into the community and broadly across the country.

On April 13, 2017, the Austin City Council created The City Manager Search Advisory Task Force to develop and conduct a community engagement process intended to shape a candidate profile for the next city manager. The Mayor and Council recognize the importance of engaging our community in identifying the kinds of skills, abilities, experience and personal characteristics the next City Manager should possess. Gaining this input on the front end of the process is critical because it will inform the subsequent recruiting process, candidate pool and narrowing of that pool to semi-finalists.

The Task Force is responsible for the first stage of a three-phase process that will be utilized by the City Council to select a new City Manager. In this first phase, the Task Force will independently collect public input and, based on the input, develop and submit recommendations to the Mayor and Council for the best profile for Austin City Manager candidates. The City's selected recruitment firm, Russell Reynolds Associates, will provide the Task Force with support in developing the profile.

In the second phase, Russell Reynolds Associates will use the profile to recruit qualified candidates for consideration. In the final phase, the Austin City Council will deliberate and select a new City Manager.

### **Public Process for City Manager Search Advisory Task Force, Work Plan and Deliverables**

Our citizens have valuable perspectives on Austin's opportunities and challenges. Citizen input will help inform the selection of City Manager candidates and better ensure Austin is a vibrant and livable city in the future. The Task Force will solicit the public's perspectives on Austin's needs and the corresponding requirements and qualities needed and desired in a City Manager candidate in four important ways.

- **Electronic Input with the Task Force.** With assistance from the City and Russell Reynolds Associates, the Task Force will develop a website that will allow citizens to provide ideas and

recommendations on the profile for a City Manager. This website will provide a platform for stakeholders and members of the public to provide input.

- **Reaching into the City of Austin Organization.** With the leadership of Russell Reynolds Associates, there will be a structured initiative to reach into the city staff to determine what the current and desired culture of the organization is and how the profile, qualifications and characteristics of the next City Manager can help the institution achieve its full potential.
- **Public Meetings.** The Task Force will hold at least four public meetings to have a community dialogue and receive input on the City Manager profile. These meetings will be structured to receive input from all interested citizens, as well as identified stakeholders invited to provide input.
- **District Input.** Task Force Members will coordinate with their respective Council Member’s office to gather input for the city manager profile. The format and timing will vary according to the needs and preferences of the council member.

The Task Force’s deliverables will include:

- A recommended profile for City Manager candidates. The profile will include recommended qualifications, scope of skills and the identification of important community issues and corresponding qualities that should be considered in developing the candidate pool.
- A record of the process used to determine these recommendations and a synthesis of public input received, including themes identified through the process.

The Task Force’s recommendations will be offered to the City’s recruitment firm and the City Council for use during the City Manager candidate identification and deliberation phases. Once the Task Force’s activities are concluded, it will be available as a resource to the recruitment firm and Council.

***City Manager Search Advisory Task Force Membership***

<b>Task Force Member</b>	<b>Austin City Council Appointing Member</b>
Laura Huffman, Chair	Mayor Steve Adler
Saundra Kirk, Vice Chair	Mayor Pro Tem Kathie Tovo, District 9
Claudia Conner	Council Member Ora Houston, District 1
Susan Hambright	Council Member Delia Garza, District 2
Perla Cavazos	Council Member Sabino “Pio” Renteria, District 3
Julio Gonzalez	Council Member Gregorio “Greg” Casar, District 4
Bill Spelman	Council Member Ann Kitchen, District 5
Channy Soeur	Council Member Jimmy Flannigan, District 6
Walter Muse	Council Member Leslie Pool, District 7
Admiral Bobby Inman	Council Member Ellen Troxclair, District 8
Jan Lehman	Council Member Alison Alter, District 10

## Proposed Meeting Schedule

**Friday, May 19, 2017 at 2-4 p.m. (Town Lake Center):** Kick off Task Force Meeting. Purpose: Introductions, Russell Reynolds Presentation on City Manager Search Process and Timeline, and Review Proposed Work Plan and Meeting Schedule.

**June 9 – 30, 2017:** District Input. Purpose: Each task force member will coordinate with their respective Council Member's office to receive feedback on the City Manager profile.

**Monday, June 12, 2017 at 10-12 p.m. (City Hall Board & Commissions):** First Full Task Force Public Meeting. Purpose: This will be the first of four public meetings that the full task force convenes to collect identified stakeholder and general community feedback.

**Friday, June 16, 2017 from 1-3 p.m. (Town Lake Center Assembly Room):** Second Full Task Force Public Meeting. Purpose: This will be the second of four public meetings that the full task force convenes to collect identified stakeholder and general community feedback.

**Wednesday, June 28, 2017 from 6-8 p.m. (City Hall Council Chambers):** Third Full Task Force Public Meeting. Purpose: This will be the third of four public meeting that the full task force convenes to collect identified stakeholder and general community feedback.

**Saturday, July 8, 2017 from 1- 3 p.m.(City Hall Council Chambers):** Fourth Full Task Force Public Meeting. Purpose: This will be the fourth and final public meeting that the full task force convenes to collect identified stakeholder and general community feedback.

**Wednesday, July 12, 2017 from 2-4 p.m. (Town Lake Center Assembly Room):** Full Task Force Check Receives Draft City Manager Profile and Synthesized Feedback. Purpose: Based on information collected from the 14 community meetings, Russell Reynolds and Associates will synthesize the feedback and create a draft City Manager Profile to present to the Task Force for consideration at this meeting. This meeting could include a vote on a recommendation to the City Council.

**Wednesday, July 19, 2017 from 2-4 p.m. (Town Lake Center Assembly Room):** Receives Draft City Manager Profile and Synthesized Feedback. Purpose: Full Task Force Votes on a recommendation to City Council.