



## **MEMORANDUM**

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Date: August 29, 2013

To: Mayor Lee and City Councilmembers

From: Myrna Basich, Assistant City Manager/City Clerk (452-2733)

Subject: Review of draft recruitment brochure for the City Manager search

Attached is the timeline for the City Manager search discussed with Council at your July 31 special meeting. Under separate cover, we will be providing you the draft search brochure language prepared by Colin Baenziger and Associates to be used for marketing Bellevue and the opportunity to become the City's next City Manager. Staff will be seeking your feedback on the brochure content on Tuesday night to enable the search firm to formally begin the marketing process.

Once the text of the brochure is approved, Mr. Baenziger will incorporate a variety of photographs and graphics to create the final document.

We received the initial draft of the brochure's text last evening, and have been providing fact checking and editing during the day today, so was not ready at time of packet publication. Feedback from Councilmembers is welcomed and will be incorporated into a revised draft to be provided in your Desk Packets for discussion on Tuesday evening.

If you have any questions, please do not hesitate to contact me.

Attachment: Search timeline

**CITY MANAGER RECRUITMENT/SELECTION PROCESS  
MASTER SCHEDULE**

<b>Interviews with Search Firms</b>	
June 24	Prothman
June 27	Affion, Baenziger, Slavin, Neher, Murray <i>Selection of Colin Baenziger &amp; Associates</i>
<b>Development of candidate profile/search brochure/search logistics</b>	
July 30-31	Baenziger one-on-one interviews with Councilmembers
July 31	Baenziger group discussion with Leadership Team
July 31	<i>Special Council meeting – profile for new City Manager and determine search logistics</i>
August 1	Baenziger meeting with HR staff regarding retirement benefits and Web staff to obtain digital photos for brochure
August 19	Baenziger meetings with citizen groups (neighborhood leaders, business leaders, general public) to obtain public input
August 20	Baenziger meetings with staff groups (union leadership, Employees Committee, One City) to obtain input
August 27	Baenziger submits draft recruitment brochure to City for review
September 3	<i>Council meeting – Council approves search brochure</i>
<b>Recruiting</b>	
September 6	Baenziger posts recruitment brochure on website, submits for publication, and emails to local government professionals; networking
September 27	Closing date for applications
September 28	Baenziger begins screening applications
October 24	Baenziger reports initial results of recruitment to Council via email
<b>Screening, reference checking, and credential verification</b>	
October 31	Baenziger forwards candidate report and materials to City electronically
Week of Oct 28 - TBD	<i>Baenziger reviews short list with Council and narrows to finalists and alternates</i>
<b>Interview process and City selection</b>	
November 22	Finalists tour of City; staff reception; public reception (provide dinner between staff and public receptions?)
November 23	<i>One-on-one and full Council interviews; Council initial debrief with Baenziger on qualifications of candidates</i> (Interviews and debrief held in Executive Session)
November 25	<i>Council action to appoint new City Manager (tentative)</i>