

OSAC Meeting November 14, 2025

DRAFT PROPOSAL – City Manager Candidate Selection and Interview Plan

SUMMARY – BASED ON 11/14/25 JOB ANNOUNCEMENT (open approx. 5 weeks)

(Note: timeline has been updated based on Prothman feedback)

12/12/25: General progress update from Prothman

12/22 and 12/29 are down weeks due to holidays

1/14/26: Recommended candidate materials provided to Council by Prothman.

1/20/26: Prothman reviews recommended candidates with Council in executive session. Council deliberates on qualifications then moves into public session to recommend candidates by candidate number to move forward for virtual interviews.

1/26-2/2/26 (week of): Council conducts virtual interviews with candidates in executive session. Council deliberates on qualifications then moves into public session to recommend candidates to move forward for final in-person interviews.

2/23: In-person final interviews. Morning four panel interviews. (Feedback via survey). Evening public presentations and community interactions.

2/24: Morning 1:2 rotation with candidate and Council Members. Council deliberates.

2/27: Recommend scheduling a special meeting (executive session to deliberate and public to make motion to begin negotiations with candidate).

3/24: Council confirmation

3/30 - 4/27: New City Manager starts!

DETAILS

Date: **01/20/26**

Prothman reviews recommended approx. 8-10 candidates with Council in executive session. Council deliberates on qualifications then moves into public session to recommend approx. 6-8 candidates by candidate number to move forward for virtual interviews.

Date: **1/26 – 2/2 (week of)-** VIRTUALS INTERVIEWS IN EXEC SESSION

Council conducts virtual interviews with approx. 6-8 candidates in executive session. Council deliberates on qualifications then moves into public session to recommend approx. 3-4 candidates to move forward for final in-person interviews.

FINALISTS INTERVIEWS

Day 0 Date: Sunday, 2/22/26 - Candidate arrival in afternoon/evening

Time	Activity/Location	POC
pm	Hotel room reservations	
	Self-Guided Tours?	
	Dinner with Council Members??	

Day 1 Morning Date: Monday, 2/23/26 In-Person Interviews Closed Session

Time (50 mins each)	Activity/Location	POC
7:30 am	All Panelists Pre-Brief	Facilitator(s)
	Panel 1 – Council Panel - Convention Center Rm#	Moderator 1:
8:30	Cand 1	
9:30	Cand 2	
10:30	Cand 3	
11:30	Cand 4	
12:30	Cand Box Lunch & Leave (Panel complete survey)	
	Panel 2 – Community Panel (1) - Convention Center Rm#	Moderator 2:
8:30	Cand 2	
9:30	Cand 3	
10:30	Cand 4	
11:30	Cand 1	
12:30	Cand Box Lunch & Leave (Panel complete survey)	
	Panel 3 – Community Panel (2) Convention Center Rm#	Moderator 3:
8:30	Cand 3	
9:30	Cand 4	
10:30	Cand 1	
11:30	Cand 2	
12:30	Cand Box Lunch & Leave (Panel complete survey)	
	Panel 4 - City Directors - Convention Center Rm#	Moderator 4:
8:30	Cand 4	
9:30	Cand 1	

10:30	Cand 2	
11:30	Cand 3	
12:30	Cand Box Lunch & Leave (Panel complete survey)	
1:30-2:30	Compile Feedback for Council (or use survey tool)	Facilitator(s), ERF
2:30-3:30	Council Feedback Review Session	Facilitator(s), ERF

Day 1 Monday, 2/23/26 Evening Final Presentations, Q&A, Meet and Greet, Open Public Meetings

Part 1: Televised public meeting, candidates present their qualifications to the community and respond to questions from City Council (questions from the stakeholder survey).

Part 2: Opportunity for stakeholders to interact with candidates (individual tables set up in Convention Center lobby). Bio and comment cards available.

Time (30 mins each)	Activity/Location	POC
	Part 1: Presentation, Q&A, Convention Center Rm#	
4:00pm	Cand 1	
4:30	Cand 2	
5:00	Cand 3	
5:30	Cand 4	
6:00	Break	
6:00-7:30pm	Part 2: Meet & Greet Reception Convention Center Lobby	
	Each candidate has a table that stakeholders can visit and interact with candidates.	

Day 2 Tuesday, 2/24/26 Candidates rotate through one on two's with Council Members at TMB

Time (30 minutes each)	Activity/Location	POC
9:00 am	Cand 1	
10:00	Cand 2	
11:00	Cand 3	
12:00	Cand 4	

Candidates go home in afternoon or evening. See panelist survey on next page.

City Manager Candidate Feedback Survey

Introduction:

Thank you for serving as a panelist in the City Manager recruitment process. Your feedback will help City Council understand how each candidate presented themselves in the interview. Please respond based on your observations during the interview.

1. Candidate Name: *(Dropdown or fill-in field)*

2. Based on the interview and applicant materials, how effectively did the candidate demonstrate the following?

(5-point scale: 1 = Not Demonstrated, 5 = Strongly Demonstrated, N/A did not have the opportunity to observe)

- **Creating the New and Different:** Seeing ahead to future possibilities and translating them into breakthrough strategies.
- **Focuses on Performance:** Holding self and others accountable to meet commitments.
- **Influencing People:** Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
- **Making Complex Decisions:** Making sense of complex, high quality and sometimes contradictory information to effectively solve problems.
- **Being Authentic:** Stepping up to address difficult issues, saying what needs to be said.
- **Focuses on Performance:** Consistently achieving results, even under tough circumstances.
- **Optimizing Diverse Talent:** Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals.
- **Influencing People:** Painting a compelling picture of the vision and strategy that motivates others to action.

3. What stood out as the candidate's greatest strengths? *(Open text box)*

4. Were there any areas of concern or development you noted? *(Open text box)*

5. How well does the candidate's background and approach align with the City's values and priorities?

(5-point scale: 1 = Not Demonstrated, 5 = Strongly Demonstrated)