



# AGENDA SPECIAL MEETING SARATOGA CITY COUNCIL

**MARCH 4, 2014**

**SPECIAL MEETING – 8:00 A.M. – SARATOGA CITY HALL, ADMINISTRATIVE CONFERENCE ROOM, 13777 FRUITVALE AVENUE, SARATOGA CA 95070**

**CALL MEETING TO ORDER – 8:00 A.M.**

## **REPORT ON POSTING OF AGENDA**

(Pursuant to Gov't. Code 54954.2, the agenda for this meeting was properly posted on February 27, 2014)

## **COMMUNICATIONS FROM COMMISSIONS & PUBLIC**

### **ORAL COMMUNICATIONS ON NON-AGENDIZED ITEMS**

*Any member of the public will be allowed to address the City Council for up to three (3) minutes on matters not on this agenda. The law generally prohibits the council from discussing or taking action on such items. However, the Council may instruct staff accordingly regarding Oral Communications under Council Direction to Staff.*

### **COUNCIL DIRECTION TO STAFF**

*Instruction to Staff regarding actions on current Oral Communications.*

1. City Manager Recruitment

#### **Recommended Action:**

Approve the City Council idea candidate profile, recruitment brochure, and recruitment strategy.

## **ADJOURNMENT**

In accordance with the Ralph M. Brown Act, copies of the staff reports and other materials provided to the City Council by City staff in connection with this agenda are available at the office of the City Clerk at 13777 Fruitvale Avenue, Saratoga, CA 95070. Note that copies of materials distributed to the City Council concurrently with the posting of the agenda are also available on the City Website at [www.saratoga.ca.us](http://www.saratoga.ca.us). Any materials distributed by staff after the posting of the agenda are made available for public review at the office of the City Clerk at the time they are distributed to the City Council.

*In Compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the City Clerk at 408/868-1269. Notification 24 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.102-35.104 ADA title II]*

*Certificate of Posting of Agenda:*

*I, Debbie Bretschneider, Deputy City Clerk for the City of Saratoga, declare that the foregoing agenda for the meeting of the City Council was posted and available for public review on February 27, 2014 at the City of Saratoga, 13777 Fruitvale Ave., Saratoga, CA 95070 and on the City's website at [www.saratoga.ca.us](http://www.saratoga.ca.us).*

*Signed this 27<sup>th</sup> day of February 2014 at Saratoga, California.*

*Debbie Bretschneider, Deputy City Clerk*



## SARATOGA CITY COUNCIL

**MEETING DATE:** March 4, 2014

**AGENDA ITEM:**

**DEPARTMENT:** Finance & Administrative  
Services

**CITY MANAGER:** Dave Anderson

**PREPARED BY:** Monica LaBossiere  
Human Resources Manager

**DIRECTOR:** Mary Furey

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**SUBJECT: City Manager Position**

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### **RECOMMENDED ACTION:**

Move to authorize Mr. Avery to finalize the ideal candidate profile, recruitment brochure, and recruitment strategy.

### **BACKGROUND:**

At the February 4, 2014 special meeting, Council interviewed Mr. Avery from William Avery & Associates, Inc. and reviewed the proposal for the recruitment of a new City Manager for the City of Saratoga.

After careful consideration and consensus, the Council directed staff to enter into a professional services agreement with William Avery & Associates, Inc. to conduct the City Manager executive search. Mr. Avery has over 25 years of public sector executive recruitment experience, including serving as a prior City Manager and Assistant City Manager.

At the February 19, 2014 regular meeting, Council Authorized Agreement by and between the CITY OF SARATOGA, a municipal corporation ("City"), and WILLIAM AVERY & ASSOCIATES, INC. ("Contractor") for executive search services.

### **FISCAL IMPACTS:**

The fee for conducting the City Manager recruitment is 18,900, plus an amount not to exceed \$5,500 in reimbursable expenses (travel, advertising, clerical support, brochure publication, background checks, etc.) for a total cost not-to-exceed \$24,400.

### **CONSEQUENCES OF NOT FOLLOWING THE RECOMMENDED ACTIONS:**

N/A

**ALTERNATIVE ACTION(S):**

N/A

**FOLLOW UP ACTION(S):**

Implement Council direction.

**ADVERTISING, NOTICING AND PUBLIC CONTACT:**

Pursuant to Government Code 54954.2, this item was properly posted as a City Council agenda item.

**ATTACHMENTS:**

None.