

## MINUTES

### WEDNESDAY, JANUARY 29, 2014 SARATOGA CITY COUNCIL SPECIAL MEETING

#### CALL MEETING TO ORDER

Mayor Lo called the meeting to order at 5:33 p.m. in the Administrative Conference Room at City Hall at 13777 Fruitvale Avenue in Saratoga.

#### ROLL CALL

PRESENT Mayor Emily Lo, Vice Mayor Howard Miller, Council Members  
Manny Cappello, Chuck Page, Jill Hunter

ABSENT: None

ALSO PRESENT: Monica LaBossiere, Human Resources Manager  
Crystal Bothelio, City Clerk

#### REPORT ON POSTING OF AGENDA

City Clerk Crystal Bothelio reported that pursuant to Gov't. Code 54954.2, the agenda for this meeting was properly posted on January 24, 2014.

#### COMMUNICATIONS FROM COMMISSIONS & PUBLIC

#### ORAL COMMUNICATIONS ON NON-AGENDIZED ITEMS

Trish Cypher commented upon the City Manager recruitment and volunteered to assist with encouraging public participation in the process.

#### COUNCIL DIRECTION TO STAFF

None

##### 1. City Manager Recruitment

###### **Recommended Action:**

Review and provide direction on the timeline and approach for the City Manager recruitment.

Human Resources Manager Monica LaBossiere provided an overview of the recruitment timeline and explained that the goal is to complete the recruitment and fill the City Manager position the day after current City Manager Dave Anderson's retirement on July 23, 2014. However, the Human Resources Manager informed the City Council that, depending on the selected candidate's available start date, it is important the City Council remain flexible as the City may not be able to fill the position for up to a month after July 23, 2014. In the event this occurs, the City Council may need to appoint an Interim City Manager. The Human Resources Manager shared that all current department heads have served as Interim City Manager on behalf of City Manager Dave Anderson and suggested to the City Council that they may want to consider the option of appointing a department head as Interim City Manager in the event the need arises.

The City Council discussed the timing of the recruitment and Interim City Manager options should the City Manager position be vacant after July 23, 2014.

Human Resources Manager Monica LaBossiere explained that staff is seeking Council authorization to request proposals from executive search firms to conduct the City Manager recruitment. The typical scope of work, timeframe, and the average cost of executive search firms was provided to the City Council.

The City Council discussed the executive search firms commonly used for City Manager recruitments, the cost of hiring an executive search firm, the past experiences Council Members have had with executive search firms, and options for engaging the public in the general recruitment process.

**MILLER/PAGE MOVED TO DIRECT STAFF TO OBTAIN A PROPOSAL FROM WILLIAM AVERY & ASSOCIATES, INC. TO CONDUCT THE CITY MANAGER RECRUITMENT AND SCHEDULE A SPECIAL MEETING WITHIN TWO WEEKS FOR THE COUNCIL TO REVIEW THE PROPOSAL AND INTERVIEW WILLIAM AVERY & ASSOCIATES, INC. MOTION PASSED. AYES: LO, MILLER, CAPPELLO, PAGE, HUNTER. NOES: NONE. ABSTAIN: NONE. ABSENT: NONE.**

The Council discussed availability for a special meeting to review the proposal. Options included February 4, 2014 at 8:00 a.m., February 5, 2014 prior to the City Council Meeting, and February 11, 2014 at 8:00 a.m.

Human Resources Manager Monica LaBossiere said she will review the meeting options with William Avery & Associates, Inc. and work with the City Clerk to schedule the special meeting.

Mayor Lo invited public comment on the item.

The following person requested to speak:

Trish Cypher asked for additional information on the recruitment costs and commented that she would like the Council to select a City Manager who will have a long tenure with the City of Saratoga.

No one else requested to speak.

## **ADJOURNMENT**

**PAGE/MILLER MOVED TO ADJOURN THE MEETING AT 6:14 P.M. MOTION PASSED. AYES: LO, MILLER, CAPPELLO, PAGE, HUNTER. NOES: NONE. ABSTAIN: NONE. ABSENT: NONE.**

Minutes respectfully submitted:

Crystal Bothelio, City Clerk