

## MINUTES

### WEDNESDAY, FEBRUARY 4, 2014 SARATOGA CITY COUNCIL SPECIAL MEETING

#### CALL MEETING TO ORDER

Mayor Lo called the meeting to order at 8:08 a.m.

#### 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  
William Avery, President of William Avery & Associates, Inc.

#### 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 30, 2014.

#### COMMUNICATIONS FROM COMMISSIONS & PUBLIC

#### ORAL COMMUNICATIONS ON NON-AGENDIZED ITEMS

None

#### COUNCIL DIRECTION TO STAFF

None

1. City Manager Recruitment

**Recommended Action:**

Review proposal for executive recruitment services and direct staff to place an agreement for executive recruitment services on the agenda for the regular meeting on February 19, 2014.

Human Resources Manager Monica LaBossiere provided a brief report, reviewing direction given to staff at the special meeting on January 29, 2014 to request a proposal from William Avery & Associates, Inc. and schedule a meeting within 2-weeks of January 29, 2014 for the City Council to review the proposal and interview William Avery.

William Avery, President of William Avery & Associates, Inc. introduced himself to the City Council, reviewing his professional background, the recruitment methods generally used by William Avery & Associates, Inc., and recruitment options that the Council could consider if William Avery & Associates, Inc. is selected for the City Manager recruitment. Additionally, William Avery addressed Council questions. He assured the City Council that he would be the primary point of contact, if selected to recruit the new Saratoga City Manager. He explained that candidates for the position would probably come from all over the United States and would likely represent a variety of professional experiences. He noted that the finalists presented to the City Council for consideration would vary depending on City Council priorities for the position. For example, if the City Council would like someone who will have a lengthy tenure with the City, then he will seek out candidates most likely to stay in the position for a long time. If, after selecting a new City Manager, the Council and new City Manager express any difficulties or challenges working together then William Avery & Associates, Inc. will assist the City Council and new City Manager by offering insights or suggestions in order to reach resolution. If during the first year of employment, the City Manager incumbent is terminated or voluntarily resigns, William Avery & Associates, Inc. will conduct a second recruitment and only invoice the City for out-of-pocket expenses incurred in identifying a replacement.

**PAGE/CAPPELLO MOVED TO DIRECT STAFF TO PLACE AN AWARD OF CONTACT TO WILLIAM AVERY & ASSOCIATES, INC. FOR RECRUITMENT OF A CITY MANAGER ON THE FEBRUARY 19, 2014 CITY COUNCIL AGENDA.** MOTION PASSED. AYES: LO, MILLER, CAPPELLO, PAGE, HUNTER. NOES: NONE. ABSTAIN: NONE. ABSENT: NONE.

### **ADJOURNMENT**

PAGE/MILLER MOVED TO **ADJOURN THE MEETING AT 8:42 A.M.** MOTION PASSED. AYES: LO, MILLER, CAPPELLO, PAGE, HUNTER. NOES: NONE. ABSTAIN: NONE. ABSENT: NONE.

Minutes respectfully submitted:

Crystal Bothelio, City Clerk