

## MINUTES

### TUESDAY, MARCH 4, 2014 SARATOGA CITY COUNCIL SPECIAL MEETING

#### CALL MEETING TO ORDER

Mayor Lo called the meeting to order at 8:08 a.m. in the Administrative Conference Room at City Hall at 13777 Fruitvale Avenue.

#### 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 February 27, 2014.

#### COMMUNICATIONS FROM COMMISSIONS & PUBLIC

#### ORAL COMMUNICATIONS ON NON-AGENDIZED ITEMS

None

#### COUNCIL DIRECTION TO STAFF

None

##### 1. City Manager Recruitment

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

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

Human Resources Manager Monica LaBossiere provided an overview of the items that staff would like direction on, including the ideal candidate profile, recruitment strategy, public outreach, and recruitment timeline.

William Avery, President of William Avery & Associates, Inc. discussed recruitment strategies, the draft ideal candidate profile, and options for outreach with the City Council.

**COUNCIL DIRECTION:**

The City Council provided the following direction to staff and William Avery & Associates, Inc.:

- Revise the language in the role and duties of the city manager section on the budget to reflect just the annual general fund and operating budget.
- Add language that indicates a preference for a collaborative management style in the ideal candidate profile.
- Make the language in the profile on desired track record of experience broader to allow candidates who have public sector executive management experience to apply, regardless of whether they have been a City Manager or Assistant City Manager in the past.
- Include “solution-oriented” to the bullet point on tact and diplomacy.
- Note that the ideal candidate will effectively use technology in the profile.
- In the profile, make the bullet point on municipal government knowledge broader instead of specifically focusing on finance and land use.
- Conduct an online survey that runs parallel with the recruitment to solicit input from the public on each ideal candidate profile statement via a rating criteria and include the option for the public to comment as part of the survey.
- Tentatively schedule first round candidate interviews for June 7, 2014.
- The Council agreed that they did not need another meeting to approve the final brochure and provided Monica LaBossiere administrative authority to work with Bill Avery in finalizing the candidate profile and the community survey accordingly and as part of this process, to work with Crystal Bothelio and Brian Babcock in obtaining pictures and language for the recruitment brochure.

**ADJOURNMENT**

Mayor Lo adjourned the meeting at 9:00 a.m.

Minutes respectfully submitted:

Crystal Bothelio, City Clerk