

**MINUTES
TUESDAY, MAY 13, 2014
SARATOGA CITY COUNCIL SPECIAL MEETING
CITY MANAGER RECRUITMENT**

Mayor Lo called the meeting to order at 6:42 p.m. in the Administrative Conference Room at City Hall at 13777 Fruitvale Avenue.

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.
Ann Slate, 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 May 7, 2014.

COMMUNICATIONS FROM COMMISSIONS & PUBLIC

ORAL COMMUNICATIONS ON NON-AGENDIZED ITEMS

None

COUNCIL DIRECTION TO STAFF

Instruction to Staff regarding actions on current Oral Communications.

1. City Manager Recruitment

Recommended Action:

Review current status of the City Manager recruitment and provide Avery & Associates with direction on the interview structure and process for the interviews scheduled on Saturday, June 7, 2014 and Friday, June 20, 2014.

Mayor Lo introduced William Avery, President of William Avery & Associates, Inc., and requested an updated status report on the City Manager recruitment.

William Avery, President of William Avery & Associates, Inc., provided updated information on the recruitment. He shared that there are a total of 50 applicants. He shared that he is screening the applicants and will be grouping candidates into three categories: qualified candidates recommended for interview with the City Council, qualified candidates not recommended for interview with the City Council, unqualified

candidates not recommended for interview with the City Council. The grouping candidates will be presented to the Council on May 21, 2014. He then explained the methodology for how candidates are assessed and grouped into the three categories.

William Avery, President of William Avery & Associates, Inc., proceeded to give the City Council information on logistics of candidate interviews, such as interview length, interview panel guidelines, and options for staff involvement in the interview process.

Monica LaBossiere, Human Resources Manager, explained that during the recruitment of the current City Manager, an open invitation was given to interested staff that wanted to meet with second round finalists. The interested staff members interviewed the finalists and provided input to the City Council.

William Avery, President of William Avery & Associates, Inc., advised against this practice. He recommended that the City Council identify particular staff that the Council would like input from.

Ann Slate, of William Avery & Associates, Inc., invited the City Council to give her questions that they would like to ask the City Manager applicants during interviews.

COUNCIL DIRECTION:

The Council provided direction to William Avery, President of William Avery & Associates, Inc., and staff to invite Department Directors, the City Attorney, Human Resources Manager, and City Clerk to participate in an interview panel during round 2 interviews to provide input to the City Council on the City Manager candidates. The Council also directed staff to schedule the June 20, 2014 meeting to start at 11:00 a.m.

ADJOURNMENT

Mayor Lo adjourned the meeting at 7:37 p.m.

Minutes respectfully submitted:

Crystal Bothelio, City Clerk