



MINUTES
SPECIAL MEETING OF THE
DIXON CITY COUNCIL

July 20, 2011

1. **CALL TO ORDER**

The Special Meeting of the Dixon City Council was called to order in the Dixon Council Chambers on July 20, 2011, at 6:01 p.m. by Mayor Jack Batchelor, Jr.

2. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Mayor Jack Batchelor, Jr.

3. **ROLL CALL**

Present: Councilmembers Thom Bogue, Rick Fuller,
Vice Mayor Michael Ceremello, Mayor Jack Batchelor, Jr.

Absent: Councilmember Dane Besneatte*

*Councilmember Besneatte arrived at 6:06 p.m.

4. **AUDIENCE/PUBLIC COMMENT (NON-AGENDA ITEMS)**

None.

5. **ITEMS FROM THE CITY COUNCIL**

5.1 Vice Mayor Ceremello noted this meeting conflicts with the Dixon-Solano Water Authority Ratepayer Meeting being held at the Senior Center and scheduling should have been considered to allow the public to attend both.

6. **NEW BUSINESS**

6.1 **Matters relating to Recruitment for City Manager:**

1. **Presentations by Executive Search firm candidates and interviews by City Council.**
2. **Adopt Resolution approving an agreement between the City of Dixon and an Executive Search firm of the City Council's choosing for the**

purpose of conducting a recruitment for City Manager and authorizing the Acting City Manager to enter into the agreement on behalf of the City.

Steve Johnson, Human Resources Director, explained the interview process, time allocations for each candidate's presentation, and the ranking sheet. He noted that Peckham & McKenney were unable to attend, therefore the three candidates to be considered included Bob Murray & Associates, CPS HR Consulting, and Avery Associates.

Bob Murray, Murray & Associates, provided the history of his firm which recruited Dixon's former City Manager, noted he is the most experienced recruiter of those considered who understands Dixon's unique agricultural and business mix, his intention to include the Council's preferred filters, and utilize technology important to younger candidates. He responded to Council questions regarding stating and/or limiting salary range, the number of candidates typically presented for consideration, the challenges anticipated, his experience in placing candidates from outside of municipal government, characteristics of the best fit for Dixon, the need for a fresh perspective, and ways to solicit public feedback.

Stuart Satow, CPS HR Consulting, reviewed a Powerpoint presentation that provided an overview of his company that provides a full-spectrum of Human Resource services, noted they recruit solely for public sector and non-profit organizations, provided a list of past recruitments, noted their candidates typically stay long-term because they are a good match for the community, discussed methodology, strategies to identify and screen applicants, and noted candidates expect a less public process in California. He responded to Council questions regarding California laws governing a public process, the number of applicants anticipated (35-50) council direction on salary and the benefits of making the salary negotiable, determining managerial style, and noted that 15 ranked candidates are typically brought forward to Council, it is frequently difficult for candidates to transition from private to public sector, some government knowledge is needed, private sector candidates are not sourced through their database, and they don't depend on previous recruitments as candidate sources.

Mayor Batchelor noted CPS was highly recommended by the cities of American Canyon and Healdsburg.

The Council recessed for break at 7:35 p.m.

The Council reconvened at 7:45 p.m.

Paul Kimura, Avery Associates, provided a history of the company which has focused entirely on public sector recruitments since 2001, is located in Los Gatos but has several clients in this area, noted they understand the key issues, his associate Bill Avery will be active in the recruitment, both will be highly accessible, and they develop candidates through behavioral interviewing rather than pulling solely from a database. He noted the challenges are community

Councilmember Bogue requested that the motion include criteria that the selected company not be hired or paid until the City Manager's salary is determined.

Vice Mayor Ceremello noted the agreement states that the City will give notice to proceed.

Councilmember Besneatte asked whether the Council is required by law to recruit through an agency or if the option exists for the City to recruit their own candidates.

Councilmember Fuller noted the Council has an obligation to research for the best candidate and in-house employees can apply and compete in the process.

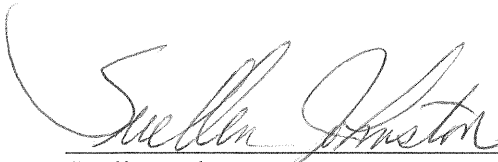
Mayor Batchelor noted the Council owes it to the people of Dixon to look at all options and not just a narrow in-house focus.

A motion was made by Councilmember Fuller, seconded by Councilmember Bogue, to adopt Resolution No. 11-103 authorizing the Acting City Manager to enter into an agreement with Avery Associates to conduct a recruitment for City Manager (AG 11-031). Roll call was taken as follows:

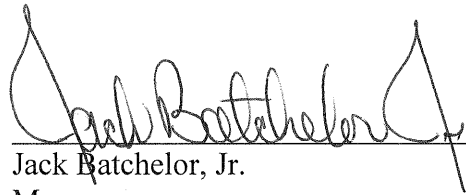
AYES: Besneatte, Bogue, Ceremello, Fuller, Batchelor
NOES: None
ABSTAIN: None
ABSENT: None

7. **ADJOURNMENT**

The Special Meeting of the Dixon City Council was adjourned at the hour of 8:55 p.m.



Suellen Johnston
Acting Deputy City Clerk



Jack Batchelor, Jr.
Mayor