

**MINUTES OF THE FOWLER CITY COUNCIL
SPECIAL MEETING
OCTOBER 6, 2020**

Mayor Cardenas called the meeting to order at 6:32 p. m. Roll call was taken.

Councilmembers Present: Hammer, Kazarian, Kazarian, Parra, and Rodriquez.

City Staff Present: City Manager Davis, City Attorney Cross, Finance Director Uyeda, City Planner Marple, Police Chief Alcaraz, Public Works Director Dominguez, Deputy City Clerk Burrola

Discussion and Approval of updated City Manager Job Description

City Manager Davis provided sample job descriptions for the City Manager's position for the City of Fowler. Ms. Davis said she consulted with Avery & Associates, Inc. to provide her with samples of City Manager job descriptions from small and large cities near and far. She said the current City Manager job description for the City is out of date. The samples provided all vary in experience, qualifications, but basically most of them require five, seven, to ten years of high level management experience in public administration, bachelor's degree or equivalent.

The Council looked over some of the sample job descriptions that were provided. Mayor Cardenas asked if the City is in the process of hiring an agency to recruit for this position. Ms. Davis said the City currently has a contract with Avery & Associates, Inc. and they will be handling the process of the recruitment. Ms. Davis said the agency will be interacting with the Council during the processing of the recruitment, once completed; they will be involved in the initial client meetings, development and candidate profile and search strategy, interviewing and assessments of candidates and final interviews. A discussion took place as to the education, experience and what would be the ideal candidate. The consensus of the Council was to take more time to review the proposed descriptions and provide feedback to the City Manager.

Approval of Proposal from William Avery & Associates, Inc. for City Manager Recruitment Services

City Manager Davis provided a proposal for the City of Fowler for the recruitment of the City Manager and an agency profile of William Avery & Associates. William Avery & Associates is a successful and service focused Management Consulting firm based in Los Gatos, California. The firm specializes in Executive search, Labor Relations and Human Resources Management consulting.

Councilmember Kazarian made a motion to approve proposal from William Avery & Associates, Inc. for City Manager recruitment services, seconded by Councilmember Rodriquez . The motion carried by voice vote: Ayes: Kazarian, Rodriquez, Cardenas, Hammer, Parra. Noes: None. Abstain: None. Absent: None.

ADJOURNMENT

Having no further business, Councilmember Parra made a motion, seconded by Mayor Pro Tem Hammer to adjourn. The motion carried and the meeting adjourned at 6:58 p.m.