

## **MINUTES**

### **ADVISORY SCREENING COMMITTEE FOR A NEW CITY MANAGER**

**OLD CITY HALL, 510 GREENE STREET**

**THURSDAY, MARCH 22, 2012**

A regular meeting of the Advisory Screening Committee for a New City Manager of the City of Key West, Florida was held in Commission Chambers, Old City Hall, on Thursday, March 22, 2012.

The Madam Chair called the meeting to order at 4:06 p.m.

Answering roll call were Barry Barroso, Omar Garcia, Richard Klitenick, Virginia Panico and Madam Chair Shirley Freeman.

Committee Member Sam Holland arrived at 4:10 p.m.

Committee Member Sandra McMannis was absent.

Also present were Liaison Members Sandy Gilbert and Martha Arencibia, Commissioner Mark Rossi and City Clerk Cheri Smith.

The pledge of allegiance to the flag of the United States of America was given by all present.

#### **APPROVAL OF AGENDA**

It was moved by Ms. Panico and seconded by Mr. Klitenick to approve the agenda. There were no objections.

#### **APPROVAL OF MINUTES**

1) February 21, 2012

It was moved by Mr. Klitenick and seconded by Ms. Panico to approve the minutes of February 21, 2012.

The Chair asked for objections, seeing none the minutes were approved.

2) March 7, 2012

Advisory Screening Committee for a New City Manager 3-22, 2012

It was moved by Ms. Panico seconded by Mr. Barroso to approve the minutes of March 7, 2012.

The Chair asked for objections, seeing none the minutes were approved.

#### **ACTION ITEMS:**

##### **DRAFT RECRUITMENT PROFILE**

The Committee reviewed the draft recruitment profile.

Changes to the profile were: to add with the population plus the number of tourist Key West has on an annual basis; the local military bases are a significant population base which contributes to the community; under **Geography** strike the first paragraph and change the second sentence to read; The City of Key West sits on a 1-1/2 by 4 mile island at the end of the Florida Keys and is bordered by the Atlantic Ocean on the south and the Gulf of Mexico on the north and Key West is the southernmost location in the continental United States; change complicated place to diverse, change party town to Key West is an entertainment corridor; add the historic district of Key West is listed in the National Registry of Historic Places and is the largest group of wooden homes; change the price range of homes to \$400,000 to \$750,000 range and many of the historic homes sells for millions; change that residents consider the community to be safe (not themselves to be safe); strike the reference to medical services; change the reference from Council Members to Commission members; change elections are held in October of odd number of years; change FTE's to full time employees; under **Issues** change it to read; the current issues include continuing diversification of the economy; finding ways to increase revenue while containing costs; renovating North Roosevelt Boulevard which will impact traffic on this major artery; enhancing the appearance of the community; working with the homeless; and carrying out the City's Comprehensive Plan. Under **Compensation** it was stated the Commission agreed on the salary range to be between \$150,000 to \$200,000 including benefits. Under **Confidentiality** the second sentence needs to be eliminated and also the dates for the interview process should state tentative dates.

The following person spoke on the matter:

Tom Milone, 832 Caroline

It was moved by Mr. Garcia and seconded Ms. Panico for the job profile to be consistent with the job description as per the City Attorney.

The Chair recognized the motion and second and asked for verbal approval. There were no objections.

The following people also spoke on the subject.

Richard Tallmadge, 1700 Jamaica Drive  
Judy Martinez

It was moved by Mr. Klitenick and seconded by Mr. Garcia to approve the recruitment profile as amended.

The Chair recognized the motion and second and asked for verbal approval. There were no objections.

## **RECOMMENDATIONS TO THE CITY COMMISSION**

There was discussion concerning the interview process tentative dates with the City Commission. The tentative dates are June 1, for the reception with the candidates and spouses, June 2, for the City Commission to have one-one interviews and then as a group at a public meeting and June 4, for the City Commission to select the new City Manager. There was also discussion concerning Colin and Baenziger & Associates determining the timeline of the interview process to accommodate the City Commissions schedule. The alternative dates discussed were June 8, June 9, or June 11. Madam Chair Freeman suggested the City Commission agree on the dates by Resolution.

It was moved by Mr. Garcia that we give a suggestion to the City Commission to come up with some tentative dates in June. Motion withdrawn.

It was moved by Mr. Klitenick to direct city staff to have Mr. Baenziger coordinate with the City Commission for dates they are available. Motion withdrawn.

It was suggested by the City Clerk that she would send the City Commission an email asking them if they are available on June 1, 2 and 4 or June 8, 9 and 11 for the candidate interview process.

It was moved by Mr. Klitenick and seconded by Mr. Barroso for approval of the City Clerk's suggestion.

The Chair recognized the motion and second and asked for verbal approval. There were no objections.

### **FUTURE MEETING DATES**

It was moved by Ms. Panico and seconded Mr. Garcia for the future meeting dates to be Thursday, April 5 at 3:30 p.m. for Mr. Baenziger to give the Committee an update of the process, Tuesday April 17 at 6:00 p.m. for Mr. Baenziger to report to the Committee the results of the recruiting effort and selects candidates to be reviewed and Thursday, May 17 at 2:00 p.m. for the Committee to review the semi-finalists and selects finalists to be interviewed.

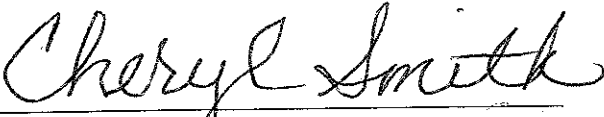
The Chair recognized the motion and second and asked for verbal approval. There were no objections.

**Citizen Comments** - None

**Committee Comment** - None

### **ADJOURNMENT**

There being no further business the meeting was adjourned at 5:26 p.m.

  
Cheryl Smith, MMC, CPM  
City Clerk