



Memorandum

To: The Honorable Mayor and City Commission

Date: June 8th, 2023

From: Albert P. Childress
City Manager

A handwritten signature in blue ink, consisting of the initials "APC" inside a blue oval.

Subject: Selection of City Clerk

Introduction

The retirement of the current City Clerk, Cheri Smith establishes a vacancy of a Charter Official position that is appointed by the Mayor and City Commission.

Background

With the retirement of our City Clerk, Cheri Smith, the Key West City Commission on April 4th established a process to search for candidates. The advertisement period for this position ended on May 5, 2023. During the open application period, the Human Resources department received thirteen (13) applications, two (2) were internal candidates, seven (7) candidates did not meet minimum Job Description requirements. Four (4) outside applicants did have their required CMC but only one (1) of the three (3) had a CMC recognized by IIMC (International Institute of Municipal Clerks). There will be (3) qualified candidates for the commission to review, 2 in-house and 1 outside. According to Section 6 of Resolution 23-090, a review committee will not be necessary. The (1) outside candidate resides in Kentucky and would like to have his initial meeting via Zoom.

After the May 16, 2023, City Commission meeting, the outside candidate from Kentucky notified the City of Key West that he was withdrawing his application since he had received a job offer from another City. With this candidate withdraw, that left the two (2) internal candidates for the Mayor and City Commission to select for the City Clerk position. Interviews were scheduled prior to June 8th, City Commission meeting for the two (2) internal candidates to meet with the Mayor and City Commisioners.

Recommendation

The Mayor and City Commission make a selection for the City Clerk position between the final two (2) candidates and instruct the City Attorney to draft an employment agreement to be presented at the July City Commission meeting for consideration.