

MINUTES

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

OLD CITY HALL, 510 GREENE STREET

WEDNESDAY, FEBRUARY 15, 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 Wednesday, February 15, 2012.

The Clerk called the meeting to order at 1:34 p.m.

Answering roll call were Barry Barroso, Shirley Freeman, Omar Garcia, Sam Holland, Richard Klitenick, Sandra McMannis and Virginia Panico.

Also present were Liaison Members Sandy Gilbert and Martha Arencibia, City Attorney Shawn Smith 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

Without opposition the agenda was accepted without changes.

PRESENTATIONS:

INTRODUCTION OF MEMBERS

Each Committee Member introduced themselves and gave a background of their qualifications.

SUNSHINE LAW REVIEW – CITY ATTORNEY SMITH

The City Attorney gave the members a briefing on the Sunshine Law.

ACTION ITEMS:

APPOINTING CHAIR AND VICE CHAIR

It was moved by Virginia Panico and seconded by Omar Garcia to appoint Shirley Freeman Chair of the Committee.

The Clerk acknowledged the motion and asked for verbal approval. The motion passed unanimously.

It was moved by Virginia Panico and seconded by Barry Barroso to appoint Richard Klitenick as Vice-Chair of the Committee.

The Clerk acknowledged the motion and asked for verbal approval. The motion passed unanimously.

It was moved by Richard Klitenick and seconded by Virginia Panico to move items 5 (Criteria for Selection) and 6 (Timeline) before item 4 (Schedule Meeting Dates).

The Chair acknowledged the motion and asked for verbal approval. The motion passed unanimously.

CRITERIA FOR SELECTION

Human Resources Director Sandy Gilbert provided the members with a draft job description for City Manager. There was discussion concerning the next City Manager living in Key West City limits or in close proximity after they are hired. It was the consensus of the Committee to have the City Manager establish residence within 35 mile radius of the City of Key West.

There was discussion concerning the required minimum qualifications and how it would be advertised. The full description will be posted on the City's website.

Madam Chair Freeman suggested adding strong interpersonal communication skills and must be committed to and enjoy being a part of and working with the Key West Community. It was the consensus of the Committee to add the qualifications.

Madam Chair Freeman stated this was the fourth time she has been on a search committee. She suggested hiring an assessment firm to assess the candidates which has worked well in the past with previous City/County Manager searches. She gave a briefing on how the assessment firm worked with role playing and how important it was to know how they would handle different scenarios with both the public and staff and they could see if they have the qualifications they are looking for. She suggested hiring the same assessment firm that has been used in the past with the City and County, Bartell & Bartell a firm out of Pennsylvania. The fee is \$45,650 plus travel expenses. It also depends on how much the Committee asks them to do. She provided information to the members with an overview of the services they would provide. Mr. Garcia stated he thought the Committee was very important and they had all the qualifications to make an advisory recommendation of candidates to the Commission. The Committee understands the community and how it works and he does not think they should pass their responsibility on to an out of state firm that doesn't know the dynamics of the community.

Ms. McMannis suggested hiring an executive search firm for background checks, assessment scenarios and soliciting applicants. She provided the members with a letter from a Florida firm who has done executive searches in the past for Homestead, Coral Gables, Palm Bay and Palm Beach. Perhaps they could talk to both firms.

There were questions concerning the City's budget for this process and travel expenses for the candidates. They would like input from the Commission on the budget.

TIMELINE

City Attorney Smith stated Jim Scholl's contract expires on July 1 and it was the expectation of the Commission that the new City Manager would be ready to start by June 1 and be able to participate in budget discussions. A time table was discussed.

It was suggested that the staff liaison members appointed be removed from the Committee due to the sunshine law. The Committee members could then have more dialogue with City staff members. The Committee agreed.

It was the consensus of the Committee to extend the City's travel policy to the final candidates.

It was suggested by Madame Chair Freeman to narrow down the candidates to seven and invite the first four and if someone backs out go to the next one. The Committee agreed.

After discussion it was decided that the June 1 deadline is unrealistic and problematic.

City Attorney Smith addressed the City's competitive bidding process. As a general overview competitive bidding is required for any expenditure over \$20,000 and requires Commission approval. There are certain exceptions. Most notably is where the City Manager finds exceptional circumstances and has background information that other jurisdictions have hired a firm and the Commission could waive the competitive bidding process. If a firm has a contract with another Florida government agency that has competitively bid the same services the City could piggyback on that contract.

Human Resource Director Sandy Gilbert provided the Committee with the City's application form. Madam Chair Freeman provided an employment questionnaire from Bartell & Bartell.

There was discussion concerning the salary for the City Manager. It was stated it was the Commission's desire to leave it out of the application and negotiate the salary with the selected candidate. Human Resource Director Sandy Gilbert reported for the last City Manager search the salary was left out of the application and replaced with "depending on qualifications" and the applicants were asked to provide a salary history.

Ms. Panico suggested asking the Commission for a \$60,000 budget for the assessment and/or recruitment firm. Mr. Garcia was against the request. He would like to have more information on the firms before making a decision.

It was suggested to meet Tuesday before the City Commission meeting and do more research on the firms and what they have to offer and cost to be able to have more information to report to the Commission.

Mr. Barroso volunteered to contact Bartell & Bartell, Ms. McMannis will contact Colin Baenziger & Associates and Human Resource Director Sandy Gilbert will contact Slavin & Associates. Ms. Panico will look for a fourth firm.

It was suggested to ask the firms to come to Key West and give a presentation at the Committee meeting.

There was discussion on having contact with any of the applicants if the Committee members are contacted by them. City Attorney Smith requested all written correspondence received from applicants be forwarded to the City Clerk. It was decided the policy of the Committee at this point in the search will be for Committee members to refrain from meeting or talking to any candidate and when they get further into the search with the finalist they will revise the policy.

SCHEDULE MEETING DATES

It was moved by Virginia Panico and seconded by Richard Klitenick to set the next meeting for Tuesday, February 21 at 1:30 p.m. It was requested that future meeting dates be on every agenda.

The Chair acknowledged the motion and asked for verbal approval. The motion passed unanimously.

CITIZEN COMMENTS:

Margaret Romero, 1615 Washington St.
Tom Milone, 832 Caroline St.


COMMITTEE COMMENTS:

It was the consensus of the Committee to add demonstrated integrity to the required minimum qualifications.

Madam Chair Freeman will make a report to the Commission at their February 22 meeting.

ADJOURNMENT:

There being no further business the meeting was adjourned at 3:58 p.m.

A handwritten signature in cursive script that reads "Cheryl Smith". The signature is written in black ink and is positioned above a horizontal line.

Cheryl Smith, MMC, CPM
City Clerk