

MINUTES

ADVISORY SCREENING COMMITTEE FOR A NEW CITY MANAGER

OLD CITY HALL, 510 GREENE STREET

TUESDAY, FEBRUARY 21, 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 Tuesday, February 21, 2012.

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

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

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

Madam Chair Freeman suggested adding after item 2 an item to discuss how to determine if applicants meet the criteria. It was moved by Mr. Klitenick and seconded by Mr. Holland to approve the agenda as amended. There were no objections.

ACTION ITEMS:

ADOPTING RULES OF PROCEDURE FOR MEETINGS

There was a motion made by Mr. Garcia and seconded by Ms. Panico to adopt rules of procedure in line with the City Charter District Boundary Review Committee's rules of procedure and the City Attorney will amend the resolution as necessary to meet this Committee's specific needs.

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

The following people spoke on this matter:

Tom Milone, 832 Caroline St.

ADDITIONAL CRITERIA FOR SELECTION

Ms. McMannis suggested adding to the duties “Implement the 2011 Strategic Plan” (copy should be attached or web link provided and adding “Administer all city departments in accordance with and to effect the 2011 Strategic Plan” and under qualifications combine bullet points 1 and 2 - educational experience requirements-“Bachelors or Masters Degree (preferred) in Public Administration, Business Administration, Finance, or related field or equivalent experience”.

There was discussion concerning the City’s Strategic Plan which was approved by the City Commission. City Attorney Smith explained the Strategic Plan is a living breathing document and the City Commission on a regular basis may choose to implements parts of it or not due to budget constraints. It is a working document subject to change.

It was suggested to add the wording “Implement the strategic plan and comprehensive plan with the direction of the City Commission”.

It was suggested by Madam Chair Freeman to eliminate the proposed wording under duties “in accordance with and to effect the 2011 Strategic Plan”.

Ms. McMannis amended her suggestion and added “Develops and/ or oversees development and implementation of city wide polices, regulations and procedures, including the City’s strategic plan and comprehensive plan as instructed by the City Commission”.

Madam Chair Freeman also suggested leaving out the proposed wording “or equivalent experience” because it is already a bullet point at the bottom of required minimum qualifications.

The following people spoke on the matter:

Tom Milone, 832 Caroline St.

It was moved by Ms. Panico and seconded by Mr. Garcia to approve the amendments as suggested by Ms. McMannis - "Develops and/or oversees development and implementation of city wide policies, regulations and procedures, including the City's strategic plan and comprehensive plan as instructed by the City Commission" and to combine bullet points 1 and 2 "Bachelor's degree or Master's degree (preferred) in Public Administration, Business Administration, Finance or related field.

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

The Committee reviewed the job description which included the changes they made at the last meeting.

It was suggested by Madam Chair Freeman to amend the requirement that the post hire establish residence within a 35 mile radius and require them to live in the City of Key West and agrees it should be in a certain amount of time.

After discussion it was decided to leave in "establish residence 35 mile radius" in the requirements.

It was moved by Ms. Panico and seconded by Mr. Garcia to amend the job requirements with "Post hire must establish residence with 35 mile radius of the City of Key West **within six months**".

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

It was moved by Mr. Holland and seconded by Mr. Garcia to approve the amended required minimum qualifications.

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

RECRUITMENT FIRM

Ms. McMannis introduced Colin Baenziger with Colin Baenziger & Associates. Mr. Baenziger gave a presentation on his executive recruitment services he would provide to the City and a proposed project schedule. His fees would be a firm fixed fee of \$21,500.00 which includes all costs except those associated with bringing the candidates and spouses to the City for the interviews.

City Attorney Smith stated they could Piggyback on the Hernando County Contract if they use Colin Baenziger & Associates and not have to go out for bids.

Ms. Panico reported she had contacted the recruitment firm Bob Murray and Associates.

Ms. Gilbert reported she had contacted Slavin & Associations. She reported there could be a conflict of interest because a former City Manager is on their staff.

Mr. Barroso reported he had contacted the assessment firm Bartell & Bartell and they were firm on their estimated fee of \$44,650.00 plus travel.

It was moved by Ms. Panico and seconded by Ms. McMannis to extend the meeting time until 4:00 p.m.

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

After discussion it was moved by Mr. Garcia seconded by Mr. Klitenick to recommend to the City Commission to consider retaining Colin Baenziger & Associates for a budget of \$21,500.00.

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

Madame Chair Freeman recommended they divide up Colin Baenziger & Associates references in the last two years and each Committee Member can contact two of them. The City Clerk will divide

them up and send them to the Committee Members and emails will be sent from the Committee Members to the City Clerk on their findings.

City Attorney Smith stated the resolution item to recommend Colin Baenziger & Associates will not be on the City Commission agenda until March 6.

City Attorney Smith would like to have it clarified for reasons of the Sunshine Law that the firm would send their recommendations of the top 20 but the City would receive all of the applicants and no applicant would be left out of consideration. Mr. Baenziger confirmed that the City would receive all applications.

ASSESSMENT FIRM

It was moved by Mr. Klitenick and seconded by Mr. Garcia to refrain from using an Assessment Firm.

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

Madam Chair Freeman withdrew her add-on to discuss how to determine if applicants meet the criteria requirements.

RECOMMENDATIONS TO CITY COMMISSION

City Attorney Smith will report to the Commission there will be a forth coming resolution to retain Colin Baenziger and Associates.

It was moved by Ms. Panico and seconded by Ms. McMannis to recommend to the City Commission to remove the City staff members from the Committee so Committee Members can avoid sunshine law issues moving forward.

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

FUTURE MEETING DATES

The following people spoke on the matter:

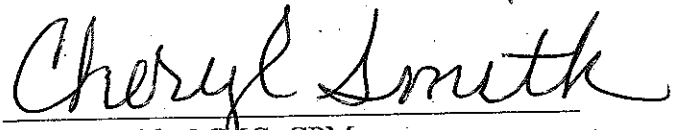
Tom Milone, 832 Caroline St.

It was moved by Mr. Barroso and seconded by Mr. Holland to have the next meeting on March 7 at 6:00 p.m.

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

ADJOURNMENT:

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



Cheryl Smith, MMC, CPM
City Clerk