

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AUTHORIZING A SEARCH FOR THE POSITION OF CITY MANAGER PURSUANT TO SECTION 2-143 OF THE CODE OF ORDINANCES; APPROVING THE JOB DESCRIPTION AND MINIMUM QUALIFICATIONS FOR THE POSITION; APPROVING AN APPLICATION FORM; DIRECTING A PROFESSIONAL PROCESS FOR THE SEARCH; AUTHORIZING NECESSARY BUDGET TRANSFERS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Commission intends to find the most qualified candidate to fill the position of Key West City Manager, through a search process in conformance with Section 2-143 of the code of ordinances; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That the City is hereby authorized to undertake a search for the position of City Manager.

Section 2: That the [attached] job description and minimum qualifications for the position of City Manager, is hereby approved.

Section 3: That the [attached] application form and list of required submittals for the City Manager position is hereby approved.

Section 4: That the City Commission hereby establishes a [local/regional/national] executive search for a new City Manager.

Section 5: That City staff is authorized to provide executive search updates at each commission meeting, until a suitable replacement is hired.

Section 6: That funding for an executive search consultant, if necessary, shall be authorized in an amount not to exceed \$20,000, and allocated from City Manager reserves.

Section 7: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this _____ day of _____, 2021.

Authenticated by the Presiding Officer and Clerk of the Commission on _____ day of _____, 2021.

Filed with the Clerk on _____, 2021.

Mayor Teri Johnston	_____
Vice Mayor Sam Kaufman	_____
Commissioner Gregory Davila	_____
Commissioner Mary Lou Hoover	_____
Commissioner Clayton Lopez	_____
Commissioner Billy Wardlow	_____
Commissioner Jimmy Weekley	_____

TERI JOHNSTON, MAYOR

ATTEST:

CHERYL SMITH, CITY CLERK