
The Council Workshop began at 5:05 P.M.

The following City Council Members were in attendance:

Mayor: William C. Latham

Council Members: Lee Buck (*absent*) Keith Doherty Christine Hoffman
Bruce Thomason Phil Vogelsang Jeanell Wilson

Also present were City Manager George Forbes, Deputy City Manager Karen Nelson and Director of Human Resources Ann Meuse.

Purpose of Workshop

The purpose of the workshop was to discuss the selection of a new City Manager.

City Manager

Mr. Forbes led the discussion regarding the first steps to selecting a new City Manager. Mr. Forbes discussed the following steps:

Discussion of the selection of the interim City Manager – Mr. Forbes stated there are typically three options when selecting an interim City Manager. One option would be to appoint the current Deputy City Manager, Ms. Karen Nelson to act as Interim City Manager. A second option would be to hire a retired City Manager from the Florida City & County Management Association. A final option would be to hire/promote any other City employee or candidate to the position of Interim City Manager.

A conversation ensued, and it was agreed upon by Council to select Ms. Karen Nelson as the Interim City Manager.

Discussion on the City Manager selection process – Mr. Forbes stated the recruiting process could be done internally or by a hired consulting firm. A conversation ensued, and it was agreed upon by the Council to create an RFP (Request for Proposal) for selecting a consulting firm to manage the selection process for the City Manager position.

Council Member Hoffman referenced a section of the handout [on file] Mr. Forbes provided stating most people would not apply for a City Manager position if there is a strong internal candidate applying. Council Member Hoffman asked Ms. Nelson if she had plans to apply for the City Manager position. Ms. Nelson responded by stating she would not apply for the City Manager position.

Review of a draft job advertisement – Director of Human Resources, Ms. Ann Meuse provided a draft job advertisement [on file] for the City Manager position. Mr. Forbes stated the job description for the City

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Manager position should be a direct reflection on what the Council would like to see in the new City Manager.

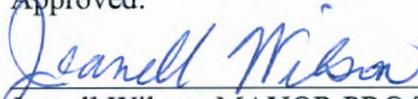
Additional information - Ms. Nelson stated the RFP would be prepared and ready for review for the upcoming Council Briefing on April 16, 2018.

Council Member Hoffman asked if a vote would be required to appoint Ms. Nelson as Interim City Manager. Mr. Forbes responded by stating a contract would need to be prepared and Council would need to vote at an upcoming meeting.

The workshop adjourned at 5:55 P.M.

Submitted by: Jodilynn Byrd
Administrative Assistant

Approved:



Jeanell Wilson, MAYOR PRO TEM

Date: 5/7/18