

**CITY COUNCIL WORKSHOP  
CITY OF BELLEAIR BEACH  
August 22, 2017  
4:30 P.M.**

**PUBLIC MEETING MINUTES**

The meeting was called to order by Vice Mayor Wanda Schwerer, followed by a Pledge of Allegiance to the Flag of the United States of America.

**Roll Call:** Present were Councilmembers Julie "Jewels" Chandler, Pamela Gunn, Mitchell Krach, and John Pietrowski; Vice Mayor Wanda Schwerer, City Manager Nancy Gonzalez, City Clerk Patricia Gentry, Finance Officer Melanie Kruszona, and Community Services Director Lynn Rives. Mayor Leslie Ford Notaro and Councilmember Jeril Cohen were unable to attend.

**1. Discussion on City Manager search process by Craig Hunter, Senior Advisor, Florida City and County Management Association (FCCMA). (see backup)**

Mr. Craig Hunter stated that he was a City/County Manager for 16 years before retiring and becoming a consultant. He advised that the Senior Advisors program is an unpaid group of retired city/county managers sponsored by the Florida City and County Management Association and the International City/County Management Association.

Regarding the search process he stated there are usually 30 or less applicants for the position and then he described three different options:

**In-House** - a committee would narrow the applicants down to 8-10 candidates for a preliminary review then Council would pick 4-5 candidates to interview. With this option the city is already budgeted for staff, so no additional expense is incurred.

He advised picking 4-5 candidates, as applicants are looking for jobs as they are waiting, and if you only pick one or two, the ones you choose may already be employed.

**In-House/Senior Advisor** - they work with senior Staff to narrow down the applicants and Council makes the final decision. Expenses may include overnight trips.

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He advised that with advertising and the selection process the time is normally three to four months. Then there are interviews, contract negotiation, and possible relocation of the candidate. The Senior Advisor program does not recommend final selections, do not do background checks, or contract negotiations.

**Recruitment Firm-Head Hunter** – this process takes longer as you must hire the firm first, to then hire the manager, which takes some time and costs \$15,000-\$25,000, plus expenses and involves staff support.

Mr. Hunter advised that while someone may look good on paper, the chemistry with Council is what matters, and that all Councilmembers are comfortable with the candidate. Mr. Hunter stressed that the background check is very important and that a knowledge/skills assessment form can be obtained from the Florida City and County Management Association (FCCMA).

Discussion followed that based on the City's small staff, having a third party, second set of eyes on the submittals would be helpful; City Manager Gonzalez advised that the last two city manager searches were done by committee which relied heavily on staff for time and meetings; that a critical skill needed for the City would be experience, planning and management of stormwater mitigation and understanding the cost.

Mr. Hunter stated that the Senior Advisors would be happy to be a resource, but they do not attend meetings, necessarily.

Mr. Hunter stated most managers are members of the International City/County Management Association (ICMA), but there are many managers that are not credentialed, only approximately 1 in 4 managers are credentialed, approximately 75% are not. He did not believe it was the "end all, be all" to be a credentialed manager. Younger managers see it as a way to grow in the business, and for the veteran managers, when the program started 10-15 years ago, they had already been in the business 10-15 years or longer and did not see the need.

He stated that in his opinion a city manager should be a member of the ICMA, primarily because the ICMA is a professional association that has a Code of Ethics about conflicts and other things that managers should or shouldn't do, and members sign up for that when they join.

City Manager Gonzalez advised that the advertisement was on the Florida League of Cities website and the FCCMA website, but that the

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ICMA had a fee of \$488.00, which Council had not authorized. She requested a consensus to pay and advertise with the ICMA. Council agreed.

Mr. Hunter advised that a city with the size and population of Belleair Beach would only get a certain number of applicants – some that like to work in small communities, some that are “young and hungry” that are looking for opportunity, and some that have been “managers in large communities that are looking to slow down”.

**ADJOURN**

**MOTION** was made by to Councilmember Krach adjourn the meeting.

**Motion passed 6-0.**

October 2, 2017  
Date Approved

APPROVED: Leslie Notaro  
Leslie Ford Notaro, Mayor

ATTEST: Patricia A. Gentry  
Patricia A. Gentry  
City Clerk