

**AGENDA MINUTES
SENIOR ADVISORS WORKSHOP
CITY OF ARCADIA
MONDAY, FEBRUARY 9, 2015
5:00 P.M.**

The following minutes reflect action items of the City Council of the City of Arcadia. For a verbatim copy of the minutes, you may contact City Administration to obtain a copy of the recorded meeting.

CALL TO ORDER & ROLL CALL

The Mayor called the meeting to order at approximately 5:00 p.m. with the following members and staff present:

Arcadia City Council

Mayor Judy Wertz-Strickland
Deputy Mayor Frierson
Councilmember Joseph E. Fink

Councilmember Susan Coker
Councilmember S. Delshay Turner

Arcadia City Staff

Interim City Administrator Beth Carsten
City Clerk Penny Delaney

Kurt Bressner of Senior Advisors attended the workshop by telephone.

AGENDA ITEM – DISCUSSION REGARDING THE CITY ADMINISTRATOR PROFILE

The Interim City Administrator made connection with Mr. Bressner on the telephone. Mr. Bressner thanked the Council for completing the questionnaires on time and stated there appeared to be a strong consensus regarding expectations for the next City Administrator. He stated the goal for the night was to get most of the profile finished up, to discuss a process that Council is comfortable with and get it in the form of a recommendation that he and staff can work with this week to get Council the final product for official approval at the next City Council meeting.

Mr. Bressner asked if there were any questions regarding the seventeen (17) page questionnaire tabulation report that he had prepared which was sent out as part of the agenda material. There were no questions. He directed Council Members to look at Part Three (3) of the report, pages ten (10) and eleven (11) or sixteen (16) and seventeen (17) (same material in two (2) parts of the document). Mr. Bressner stated that there were items listed on those pages that required feedback regarding: 1) additional expectations, skills or attributes that Council felt were important for the position; 2) any community issues that Council felt required specific attention of the administration in the first year of employment; and 3) and any other concerns or

recommendations that Council had. Regarding the matters that were listed on those particular pages, he asked if there were any items that Council felt needed to be added to the profile. Ms. Carsten pointed out that there was nothing in the profile regarding grant writing experience and if Council thought it was important that someone have that ability, it would be an area that could be added as an attachment. Mr. Bressner stated it could be added as a skill and Councilmember Turner stated that he felt it should be added as a skill. It was agreed by general consensus of all Council Members. The issue of sense of humor was discussed and decided that it could be worked into one section. Mr. Bressner stated that it could be set up for the applicant to see the attributes questionnaire/report and everyone was in agreement with the idea. He stated he would talk with staff about providing a link to the document on the webpage and including language as to "the following are a list of documents the applicant needs to pay attention to when reviewing their application".

Mr. Bressner pointed out that there were a couple of Council Members that were willing to consider making the bachelor's degree a requirement and a master's degree would be desirable. He wanted to address the issue since three (3) Council Members stated they wanted a master's degree. After discussion, it was decided that a bachelor's degree was an absolute requirement. Mayor Wertz-Strickland and Councilmember Fink stated they did not want to deviate from the public administration. After further discussion, Mr. Bressner suggested requiring a minimum two (2) years experience as a City or County Manager or as an Assistant City or County Manager, but also to have five (5) years progressive experience that might lead up to that. Mr. Bressner stated that they generally think in terms of a master's degree in business administration, public administration or a management field because all three of those degrees will have core management components. There was a general consensus to same.

Mr. Bressner then addressed the salary issue and after much discussion, it was the general consensus that the range should be \$80,000.00 to \$95,000.00.

Mr. Bressner asked about hospitalization coverage and Ms. Carsten stated that currently the City pays 90% and the employee pays 10% and it doesn't include family allowances. She stated if they want family allowances, they have to pay 100%. He asked if it was at the group rate and she confirmed that it was. He stated that sometimes executives want their families covered and that might be a negotiating point. Mr. Bressner then asked about retirement and Ms. Carsten stated that they have a pension for City employees. She advised that they pay 5% and the City contributes 21%. Mr. Bressner asked if that was something they would allow the City Administrator to participate in and Ms. Carsten agreed that they would. She also advised that the City has the ICMA specifically for the City Manager and the City contributes 7% and when asked if those two items would be extended to the City Administrator, City Council agreed that it would be extended. Mr. Bressner asked if the pension was a defined benefit or defined contribution and Ms. Carsten advised that it was a defined contribution. Mr. Bressner asked Ms. Carsten to send him information regarding same.

Mr. Bressner then asked about residence. He stated that the Code does not require that the City Administrator live in the community, but asked if they want them to live there. Mr. Bressner suggested putting in the profile that residency in the City is desired and for Council to

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consider as part of paying their moving expenses a two (2) tier approach. This option was discussed at great length and afterward, Councilmember Coker suggested stating that they prefer City residency, but within a thirty (30) mile radius and it was the general consensus of City Council. Mr. Bressner asked if they wanted to include the two (2) tier moving expense reimbursement that if they meet the thirty (30) mile threshold to get more as far as a moving expense. Councilmember Fink stated that he felt it should be left to be negotiated.

Mr. Bressner addressed page three (3) of the draft profile, under "Knowledge, Skills and Abilities", item seven (7), and asked if Council was comfortable with seeking out annexation or other means to expand the tax base. Mayor Wertz-Strickland stated that in order to expand the tax base, she felt they would have to do that and Councilmember Fink agreed. Mayor Wertz-Strickland asked if all Council Members were in agreement and four (4) were in agreement with Deputy Mayor Frierson stating that she would pass on it. Discussion then led to the Education and Experience section. Mr. Bressner suggested adding "Florida state or county management experience desirable, but not a requirement" and all Council agreed.

Under the Position section, Councilmember Fink pointed out where it stated that the City Administrator is responsible for the appointment and when necessary the removal of all City employees . . . He stated that the Charter is clear that all employees are employees of the Administrator; however, Code had previously stated if Council reviewed a firing, it could override the firing of an Administrator. He advised Council had removed that and he couldn't remember if it had been corrected because the Code had been played with so many times. He wanted to ensure that this Council is behind any Administrator. He stated employees work for the Administrator, not Council. Deputy Mayor Frierson stated that one would hope the City Administrator would have a conference with Council before taking such actions. Much discussion was made regarding Council notification through the City Administrator of the firing of an employee. Mr. Bressner stated if that language still exists, it should be changed administratively.

Councilmember Fink pointed out that the profile stated that the City Marshal is an elected position and reports directly to the City Council. He stated that the City Marshal actually doesn't report to the City Council except for a report that he gives to the Council. He further stated that his authority does not come from the Council, but through resolution and ordinance. Councilmember Fink stated the City Marshal is an independently elected position and Ms. Carsten advised that the City Marshal does not report to the City Manager either. Mr. Bressner stated he would identify the Marshal's status and make sure it got corrected.

Mr. Bressner then referred to the schedule. He stated between now and next week, Ms. Carsten would complete the profile. Included in the agenda packet for the next meeting would be the final job advertisement, the position profile, salary range, other conditions of employment, and any other additional exhibits. Deputy Mayor Frierson asked how long the ad would be run. Mr. Bressner stated the open period would be through April 2nd. He suggested on Monday or Tuesday after the deadline, that staff prepare the application packets to go to the Senior Advisor Review Team. He advised it would take them a week or so to do so. He further advised a conference call would be placed by the City where they would meet over the phone and they

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would develop a consensus list of ten (10) to twelve (12) semi-finalists. He stated that would be targeted for the 13th or 14th depending on everyone's availability and on April 21st, at a regular Council Meeting, they would have the Senior Advisors Review Team's recommendation as an agenda item and Council would select five (5), possibly seven (7) finalists. He advised that if there is someone on the list that a Councilmember would like to be considered that may not be on the Senior Advisors list, the name should be brought up and if the Council agrees to add the individual to the list, it can be added. Mr. Bressner stated that after the Council meeting on the 21st, staff will notify the finalists and confirm their availability for an interview and they are to be advised that any further consideration will be subject to a background check. He advised Senior Advisors do not handle the background checks and those would need to be handled either through staff or someone else. Mr. Bressner pointed out that staff would coordinate travel and the applicant questions around April 30th and the interview dates would be either May 8th-9th or May 15th-16th. Councilmember Fink stated that the dates didn't work for him due to it being the busiest days of his business. The dates of May 6th-7th or May 13th-14th were discussed with May 6th-7th being the target dates. Mr. Bressner advised that there would have to be a Council meeting on the 7th or 14th that would need to be noticed. It was agreed to accept the schedule as presented.

Mr. Bressner stated that they will work with staff and will get the final draft of the profile, the advertisement and a list of documents that will need to be placed on the website. He then excused himself from the meeting.

The Interim City Administrator asked if everyone had had a chance to go through the attributes and asked if there was anything that needed to be changed. Everyone seemed to be in agreement with it.

PUBLIC

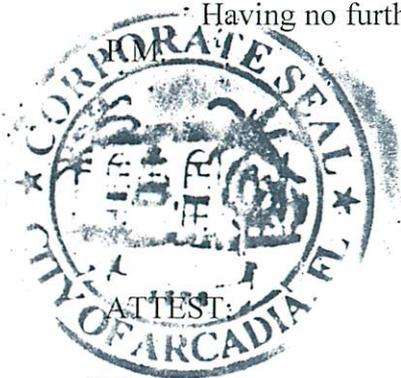
NONE

ADJOURN

Having no further business at this time, the meeting was adjourned at approximately 6:47

ADOPTED THIS 3rd DAY OF March, 2015.

By: Judy Wertz Strickland
Judy Wertz-Strickland, Mayor



Penny Delaney
Penny Delaney, City Clerk