



**AGENDA
CITY MANAGER SEARCH COMMITTEE
REGULAR MEETING
APRIL 17, 2023
6:00 PM
CITY COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. ELECTION OF OFFICERS

4.1 *Elect Chair, Vice Chair and Recording Secretary.*

5. NEW BUSINESS

5.1 *Establish City Manager Search Committee meeting frequency.*

5.2 *Review - Charter Section 25: City Manager appointment; tenure of office; qualifications.*

5.3 *Review - Charter Section 29: City Manager powers and duties enumerated.*

5.4 *Review - International City/County Management Association (ICMA) - Local Government Administrator Recruitment Guidelines.*

5.5 **EXECUTIVE SEARCH FIRM** - *The City Commission at their April 4, 2023, Regular Meeting, approved Resolution 2023-50, as amended, to direct staff to contact the executive search firm Strategic Government Resources (SGR) to perform three services contained within their proposal: recruit qualified applicants, vetting the qualified applicants, and providing the list of qualified and vetted applicants to City staff. This list will be further vetted by the City Manager Search Committee. Based upon Commission direction, Human Resources Director Denise Matson, who serves as the CMSC staff liaison, emailed SGR to inquire about the cost of these services. SGR declined providing partial services. Therefore, a Resolution to consider SGR's full proposal is on the April 18, 2023, City Commission Regular Meeting.*

5.6 *Discussion - City Manager Qualifications*

6. PUBLIC COMMENT

7. NEXT MEETING DATE

7.1 *Next meeting date - May 23, 2023.*

7.2 *Alternate Meeting Date - discuss alternate June 19 meeting date due to Juneteenth, a City observed holiday.*

8. ADJOURNMENT

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired). All interested parties may appear at said meeting and be heard as to the advisability of any action, which may be considered with respect to such matter. For information regarding this matter, please contact the City Attorney.