



**AGENDA
CITY MANAGER SEARCH COMMITTEE
REGULAR MEETING
JUNE 1, 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. APPROVAL OF MINUTES**
 - 4.1 *May 15, 2023*
- 5. NEW BUSINESS**
 - 5.1 **CITY MANAGER QUALIFICATIONS** - *Colin Baenziger & Associates will present the City Manager recruitment profile findings and draft brochure for review and comments.*
- 6. PUBLIC COMMENT**
- 7. NEXT MEETING DATE - JULY 17, 2023**
- 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.

The City Manager Search Committee (CMSC) conducted their second meeting Monday, May 15, 2023, at 6:00PM in City Hall Commission Chambers, 204 Ash Street, Fernandina Beach, Florida. Members present were Chair Tim Poynter, Vice Chair Margaret Davis, Recording Secretary Jackie Miller, Member Wayne Peterson and Member Steve Simmons. Also in attendance were Human Resources Director Denise Matson and City Attorney Tammi Bach.

CALL TO ORDER: Chair Poynter called the meeting to order at 6:01PM and led the Pledge of Allegiance to the Flag.

4.1 APPROVAL OF MINUTES: A motion was made by Vice Chair Davis, seconded by Recording Secretary Miller, to approve the April 17, 2023, minutes. **Vote upon passage of the motion was taken by ayes and nays, and being all ayes, carried.**

5.1 CITY MANAGER QUALIFICATIONS: The CMSC, at their April 17, 2023, meeting, reached consensus to contact the Commissioner who appointed them to inquire what qualities and qualifications they are looking for in a new City Manager.

6.1 ORIENTATION - SUNSHINE, PUBLIC RECORDS, AND ETHICS LAW ORIENTATION: City Attorney Tammi Bach reviewed key points of the sunshine, public records and ethics law via PowerPoint presentation. She recommended keeping a separate area for CMSC emails for organization purposes in case of a PRR (public records request), and to keep personal notes for three years as any notes about CMSC candidates are public record.

6.2 EXECUTIVE SEARCH FIRM - COLIN BAENZIGER AND ASSOCIATES: The City Commission at their April 18, 2023, meeting, approved Colin Baenziger and Associates (Resolution 2023-66) to serve as the City's executive search firm. Human Resources Director Denise Matson provided a process overview.

Colin Baenziger and Associates Senior Vice President for Operations Lynelle Klein fielded questions from the CMSC members and voiced her organization's goals moving forward. She said that Colin Baenziger had already interviewed all the City Commissioners as of the date of this meeting in preparation for the design of the advertising brochure. Interviews allow their organization to understand the desired qualities of the future City Manager as well as helping them to understand the qualities of our City. Colin Baenziger was planning to reach out to members of the CMSC for the remainder of the week for further interviews.

Vice Chair Davis questioned whether the CMSC will receive instruction on how to properly interview potential candidates when it comes to that point. Lynelle said yes, CMSC will receive instruction on how to pose questions correctly and how to avoid questions that are legally not allowed. Vice Chair Davis had concerns about the proposed timeline and being behind by a week because time is of the essence.

7. PUBLIC COMMENT:

TIME IS OF THE ESSENCE: Former Vice Mayor and Planning Advisory Board member Len Kreger, 1313 Hickory Street, spoke briefly to encourage the process to get moving forward as quickly as possible to find a new City Manager.

CLEAR EXPECTATIONS: Glen Stettler, 3847 First Avenue, spoke about metrics of success and expectations being set and made very clear to future City Managers to help them succeed.

CITY MANAGER QUALIFICATIONS: Bryn Byron, 1438 South Fletcher Avenue, questioned who makes the final selection of the City Manager and what participation does the public have. Chair Poynter explained the CMSC ideally will find a number of candidates through the search firm and have a public meeting to discuss those, and then choose a number of those as final candidates to recommend to the commission.

DISCUSSION: Chair Poynter spoke about encouraging the City Commission to explore exact reasons why they dismissed former City Manager Dale Martin to make sure they can make their expectations clear moving forward with the next City Manager. He noted the considerable expense to find a new qualified candidate and the uncertainty of being able to find one. **A motion was made by Chair Poynter, to recommend that the City Commission rehire Dale Martin as City Manager. There being no second, the motion failed.** Member Simmons spoke about things changing and evolving with the times, and that someone in a certain role might be the perfect person for that position at that particular time but someone new may be needed as the City moves forward. Recording Secretary Miller spoke about the potential to find someone new that may re-invigorate the City and supported encouraging as many qualified candidates to apply as possible. To find the best fit, the CMSC should not automatically disqualify candidates that haven't held a position with the title of City Manager. Member Peterson did not think it was a good idea to recommend rehiring Dale Martin. Vice Chair Davis suggested also to include considering candidates with similar experience, such as an assistant City Manager of a coastal city.

CITY MANAGER QUALIFICATIONS: Sheila Cocchi, 1553 Indigo Street, advocated for hiring someone strictly with former City Manager experience.

CITY MANAGER QUALIFICATIONS: Former Vice Mayor and Planning Advisory Board member Len Kreger, 1313 Hickory Street, voiced his experience that City Manager with other experience besides a former City Manager title, especially those who were in the military or very effective management experience, can make excellent City Managers and should not be disregarded in the CMSC search,

8. NEXT MEETING DATE: June 1st 6:00PM. CMSC members agreed that this time worked for their schedules and it would be a good alternate date to move sooner than June 15th in the interest of time. City Attorney Tammi Bach will check to make sure Chambers is available and reach out if the date or time needs to change accordingly.

ADJOURNMENT: 7:00PM

Submitted:

Recording Secretary Jackie Miller

Chair Tim Poynter