

## City of Hallandale Beach City Commission Agenda Cover Memo

<b>Meeting Date:</b>	December 7, 2016		<b>Item Type:</b> <i>(Enter X in box)</i>	<b>Resolution</b> <div style="text-align: center;"><b>X</b></div>	<b>Ordinance</b>	<b>Other</b>
<b>Fiscal Impact:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b> <i>(Enter X in box)</i>	<b>1<sup>st</sup> Reading</b>		<b>2<sup>nd</sup> Reading</b>
	<b>X</b>		<b>Public Hearing:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Yes</b>
<b>Funding Source:</b>	General & Utility Funds		<b>Advertising Requirement:</b> <i>(Enter X in box)</i>	<b>Yes</b>		<b>No</b>
						<b>X</b>
<b>Account Balance:</b>	\$19,725 – General Funds \$3,000 – Utility Funds		<b>Quasi Judicial:</b> <i>(Enter X in box)</i>	<b>Yes</b>		<b>No</b>
						<b>X</b>
<b>Project Number :</b>	N/A		<b>RFP/RFQ/Bid Number:</b>	N/A		
<b>Contract/P.O. Required:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b> <i>(Enter X in box)</i>			
	<b>X</b>		<b>Safety</b> <input type="checkbox"/> <b>Quality</b> <input checked="" type="checkbox"/> <b>Vibrant Appeal</b> <input type="checkbox"/>			
<b>Sponsor Name:</b>	Mayor & City Commission		<b>Department:</b> <b>Human Resources</b>	Radu Dodea, Assistant Human Resources Director		

### Short Title:

DISCUSSION OF CITY MANAGER RECRUITMENT AND HIRING PROCEDURE

### Staff Summary:

#### **BACKGROUND:**

During the December 1, 2016 Special City Commission Meeting, the City Commission directed staff to bring forth recommendations on a proposed process for the recruitment and hiring of the City Manager.

The most recent external recruitment effort for the City Manager occurred in 2011. That recruitment effort and timeline consisted of the following:

October 5, 2011	Staff was instructed to look into the availability of the firm Colin Baenziger & Associates as their consultant to conduct a nationwide search for a candidate;
November 2011	Colin Baenziger & Associates (CB&A) retained for a nationwide search. CB&A responsibilities included preparation of recruitment and advertising materials, candidate outreach, candidate screening, finalist selection and interviewing;
January 1-31, 2012	Position was advertised for a one (1) month period;
February 1- March 13	80 applications received. CB&A screened, conducted background checks, and held preliminary interviews with all 80 applicants;
March 14, 2012	Top four (4) candidates submitted to the City Commission;
March 21, 2012	CB&A presented to Commission the reason he chose the short list of candidates and discussed next steps;
March 30, 2012	Two (2) Meet and Greet Receptions with the short list of candidates were scheduled; one for City staff and a separate reception for residents;
March 31, 2012	Individual one-on-one interviews with the short list candidates and each City Commissioner, followed by a Special City Commission meeting where the City Manager was selected;
May 2, 2012	Employment Agreement approved by City Commission;
June 4, 2012	City Manager Miller started employment.

Exhibit 1 attached is the Job Posting and minimum qualifications for the 2011 recruitment. CB&A prepared the attached as part of their scope of services. The minimum qualifications included:

1. The Minimum Requirements were as follows:
  - Master's degree from an accredited college or university, with a major in administration, management or a related field, preferred.
  - A minimum of ten (10) years of progressively more responsible experience in public or private sector management;
  - At least five (5) years as executive level manager overseeing at least 200 employees;
  - Prior management experience in politically complex situations is required;

- Compensation: the anticipated starting salary between \$120,000 and \$180,000. Generous Fringe Benefits;
- Residency within city limits strongly preferred; anyone moving from outside the area expected to reside in the City.

**DISCUSSION:**

Staff is recommending the following options for recruitment and hiring of the City Manager.

**Option1: As presented on December 1, 2016 (Expedited):**

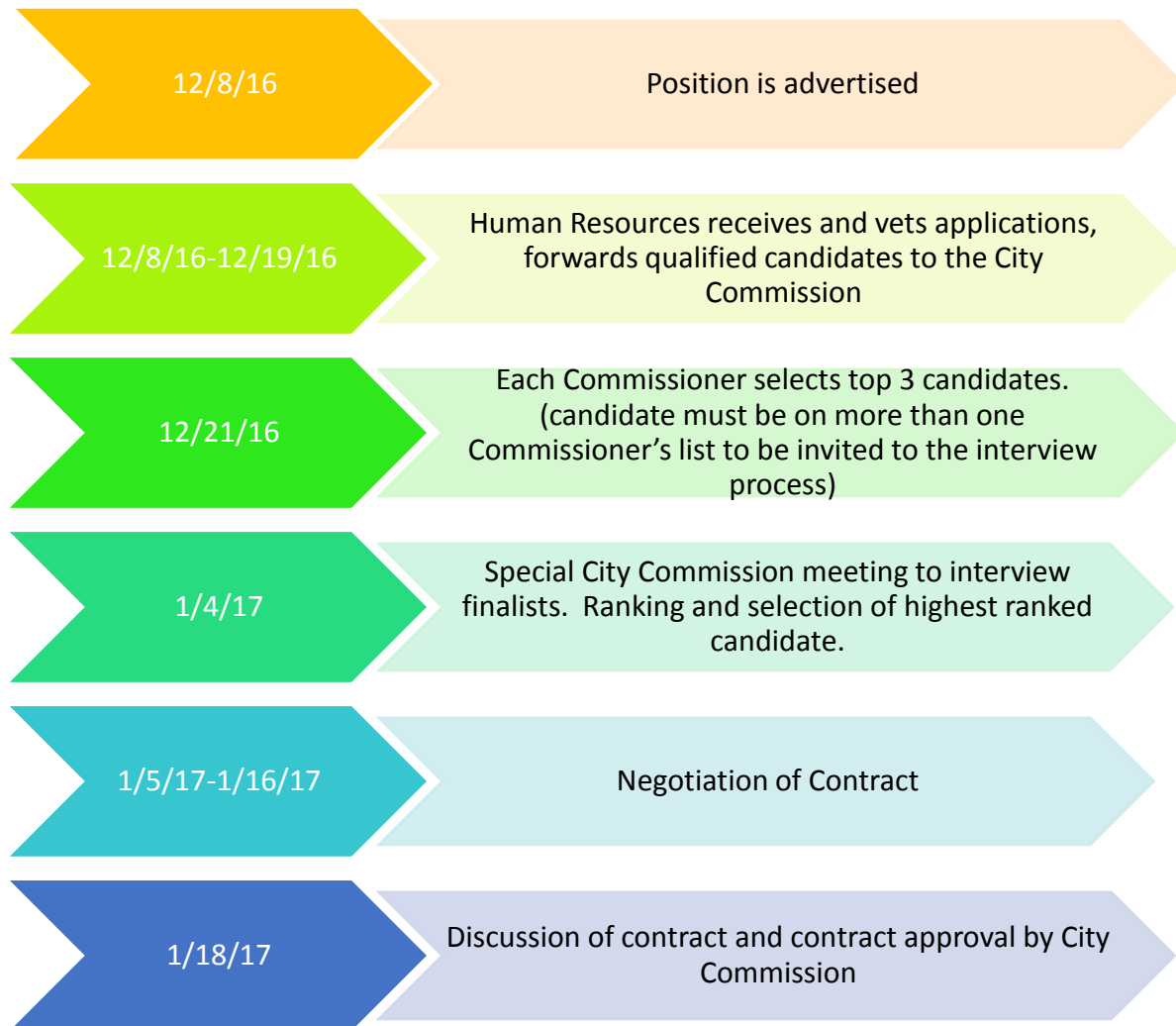
Option one provides for an expedited recruitment process and include the following timeline and process for the City Commission review and selection of candidates and firms. The position will be advertised for a period of twelve (12) calendar days.

1. Recruitment for the position handled by Human Resources Department;
2. Position will open on December 8<sup>th</sup>, 2016;
3. The Minimum Requirements are:
  - Bachelor's Degree from an accredited college or university with a major in administration, management or a related field, with a Master's degree preferred.
  - Five (5) years of minimum municipal experience;
4. Advertise position for twelve (12) calendar days via the following:
  - International City/County Management Association;
  - Florida City/County Management Association;
  - Florida League of Cities website and newsletter;
  - Florida Public Personnel Association;
  - Indeed.com website;
  - Monster.com website;
  - LinkedIn;
  - Any other sources.
5. HR will screen all candidates for minimum requirements and forward applications to the City Commission immediately;
6. Each member of the City Commission submits top three (3) candidates to be added to the short list for interviews (candidates must be on more than one Commissioner's list to make it to the interview process);
7. City Commission may conduct individual one-on-one interviews immediately followed by Special City Commission meeting and selection of City Manager.

Should the City Commission select Option 1, staff recommends the inclusion of the following additional minimum requirements:

- At least five (5) years as executive level manager overseeing at least 200 employees;
- Prior management experience in politically complex situations is required;
- Residency within city limits is strongly preferred; anyone moving from outside the area will be expected to reside in the City;
- Valid Driver's License with a satisfactory driving record.

The following is the proposed timeline for the implementation of Option 1:



**Option 2: City Commission Selection:**

Option 2 provides for the following timeline and process for the City Commission review and selection of a City Manager. Option 2 provides for the position to be advertised for a period of thirty (30) calendar days and include the following minimum requirements:

1. Recruitment for the position be performed by a Human Resources and an Executive Search Firm;
2. Position will open on December 8<sup>th</sup>, 2016;
3. The Minimum Requirements are:
  - a. Bachelor's Degree from an accredited University with a Master's degree with a major in administration, management or a related field, preferred.

- b. Ten (10) years of progressively more responsible experience in public or private sector management;
  - c. At least five (5) years as executive level manager overseeing at least 200 employees;
  - d. Prior management experience in politically complex situations is required;
  - e. Residency within city limits is strongly preferred; anyone moving from outside the area will be expected to reside in the City.
  - f. Valid Driver's license with a satisfactory driving record.
4. Advertise position for thirty (30) calendar days via the following:
- a. International City/County Management Association;
  - b. Florida City/County Management Association;
  - c. Florida League of Cities website and newsletter;
  - d. Florida Public Personnel Association;
  - e. Indeed.com website;
  - f. Monster.com website;
  - g. LinkedIn;
  - h. Any other sources.
5. Human Resources or Executive Recruiter Firm will screen all candidates for minimum requirements and forward applications to the City Commission immediately;
6. Each member of the City Commission submits top three (3) candidates to be added to the short list for interviews (candidates must be on more than one Commissioner's list to make it to the interview process);
7. Human Resources to engage an Executive Search Firm to perform background checks on selected candidates and conduct one-on-one interviews with candidates;
8. Recruiter ranks top four (4) candidates and forwards back-up documents to City Commission;
9. City Commission conducts individual one-on-one interviews immediately followed by Special City Commission meeting to hold public interviews and make final selection of City Manager.

*\*Either option above can be amended to include a public meeting with staff and community members to meet the candidates.*

The following is the proposed timeline for the implementation of Option 2:



**WHY ACTION IS NECESSARY:**

Pursuant to the Code of Ordinances, Part I - Charter, Article VI, Division 3, Section 6.03: City Manager, "The city commission shall, by a majority vote of the full commission, appoint a city manager who shall be the administrative head of the municipal government under the direction and supervision of the city commission. The city manager shall receive such compensation as the city commission may fix and determine. The city manager shall be chosen solely on the basis of executive and administrative qualifications, without regard to political belief and shall be over the age of twenty-one (21) years."

**FISCAL IMPACT:**

Staff is reaching out to three Executive Search Firms for quotes on the above process. In 2011, the cost to utilize CB&A was \$18,000; however, the services provided included screening and interviewing 80 applicants. In the above process, the Recruiter would screen applicants for the minimum qualification and only conduct the in-depth screening for the top four selected candidates.

**Proposed Action:**

City Commission review and approval of a City Manager recruitment process and timeline, as well as, the approval of the job posting.

**Attachment(s):**

Exhibit 1 – Draft City Manager Job Posting  
Exhibit 2 – 2011 City Manager Job Posting