

## City of Hallandale Beach City Commission Agenda Cover Memo

<b>Meeting Date:</b>	January 28, 2019		<b>Item Type:</b> <small>(Enter X in box)</small>	<b>Resolution</b>	<b>Ordinance</b>	<b>Other</b> <div style="text-align: center;"><b>X</b></div>	
<b>Fiscal Impact:</b> <small>(Enter X in box)</small>	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b> <small>(Enter X in box)</small>	<b>1<sup>st</sup> Reading</b>		<b>2<sup>nd</sup> Reading</b>	
		<b>X</b>					
<b>Funding Source:</b>	N/A		<b>Advertising Requirement:</b> <small>(Enter X in box)</small>	<b>Yes</b>		<b>No</b>	
						<b>X</b>	
<b>Account Balance:</b>	N/A		<b>Quasi-Judicial:</b> <small>(Enter X in box)</small>	<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> <small>(Enter X in box)</small>	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b> <small>(Enter X in box)</small>  <div style="display: flex; justify-content: space-between;"> <div>Safety</div> <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-between;"> <div>Quality</div> <input checked="" type="checkbox"/> </div> <div style="display: flex; justify-content: space-between;"> <div>Vibrant Appeal</div> <input type="checkbox"/> </div>				
<b>Sponsor Name:</b>	Nydia M. Rafols Sallaberry, Interim City Manager		<b>Department:</b> <b>Human Resources</b>	Radu Dodea, Human Resources Director			

### Short Title:

**CITY MANAGER RECRUITMENT AND HIRING PROCEDURES – SHORT-LIST OF CANDIDATES; DISCUSSION OF TIMELINE FOR APPOINTMENT; AND, APPOINTMENT OF AN INTERIM CITY MANAGER**

### Staff Summary:

#### **BACKGROUND:**

This item seeks the City Commission to:

- 1) Short-list the candidates that have applied for the City Manager position;
- 2) Discuss the timeline for appointment of the City Manager; and,

- 3) Appoint an Interim City Manager until such time a City Manager is employed.

On November 19, 2018, the City Commission retained The Mercer Group to conduct the recruitment of the City Manager. Since then, the position has been advertised starting December 17, 2018 through January 18, 2019. The City's consultant, WD Higginbotham, part of the Mercer Group, has screened all 24 resumes received and has submitted a short-list of five (5) candidates to the City Commission on January 22, 2019, for further consideration (Exhibit 1). Mr. Higginbotham also submitted to the City Commission, on January 23, 2019, the list and resumes of all applicants to the City Manager position (Exhibit 2).

During this meeting, the City Commission may add additional candidates to the short-list, or may remove candidates from the recommended short-list submitted by Mr. Higginbotham.

To continue with the hiring process, staff has prepared the attached timeline (Exhibit 3) which outlines the next steps for the City Commission. The steps include reviewing resumes, scheduling interviews, appointing the selected candidate and negotiating an employment agreement.

In addition, it will be necessary to appoint an Interim City Manager to ensure continuity of operations until such time the recruitment has been completed.

<b>Proposed Action:</b>
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City Commission:

- 1) Short-list the candidates selected to continue in the hiring process;
- 2) Discuss the timeline for appointment of the City Manager; and,
- 3) Appoint an Interim City Manager until such time a City Manager is employed.

<b>Attachment(s):</b>
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Exhibit 1 – Short List of Candidates

Exhibit 2 - Applications and Resumes for all Applicants to the Position

Exhibit 3 – Timeline for Selection Process