

**CITY OF TREASURE ISLAND**  
**BOARD OF COMMISSIONERS SPECIAL WORKSHOP MEETING**  
**May 12, 2004**  
**9:00 a.m.**

**A. SILENT ROLL CALL:**

|                            |            |         |
|----------------------------|------------|---------|
| Mayor Mary Maloof          |            | Present |
| Commissioner Phil Collins  |            | Present |
| Commissioner Ed Gayton     |            | Present |
| Commissioner Richard Kraus | Vice-Mayor | Present |
| Commissioner Alan Bildz    |            | Present |

**B. CITY MANAGER RECRUITMENT PROCESS:**

1. Mayor Maloof called the meeting to order at 9:10 a.m.
2. The Commission addressed the International City/County Management Association's (ICMA) manual entitled ***Recruitment Guidelines for Selecting a Local Government Administrator*** and discussed the section that provides a summary checklist and timetable.
3. The Commission discussed options for recruiting an interim City Manager including the Range Rider program.
4. Mayor Maloof reported that the City has received proposals in response to the RFP for executive search firms.
5. The Commission discussed obtaining a status report on the City's governmental activities and project. Mayor Maloof reported that the City Manager has provided the Commission with this information.
6. The Commission discussed how the recruitment process should proceed including who would be responsible, establishing criteria and the scope of the recruitment.
7. Commissioner Kraus read a position advertisement for the position of City Manager from 1996 and the Commission discussed revisions that should be made to update it and where it should be advertised.
8. Ms. June Brown asked that a group of citizens be made part of the recruitment process as a review committee. She asked that the Commission consider advertising in the *USA Today* and *The New York Times* to gain

5/12/04

national exposure.

9. Commissioner Gayton suggested that one Commissioner be made in charge of the recruitment process and Mayor Maloof volunteered to take on the responsibility.
10. The City Manager outlined the three choices for the recruitment process:
  1. Hiring an executive search firm.
  2. Utilizing the City's Personnel Department
  3. Combination of both.

He suggested that the Commission use the resources of both an executive search firm and the City's Personnel Department and appoint the Personnel Director as the coordinator for recruitment.

11. The Commissioners discussed revising the City Manager's position profile and agreed to provide the Personnel Director with their recommendations.
12. The Commission directed the Personnel Director to place an advertisement for the position of City Manager, including the changes that were discussed, as soon as possible.
13. The meeting was adjourned at approximately 10:00 a.m.

5/12/04

**C. ADJOURNMENT:**

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Mary Maloof, Mayor

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Phil Collins - District 1

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Ed Gayton - District 2

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Richard Kraus - District 3

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Alan Bildz - District 4

**ATTEST:**

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Charles S. Coward, City Clerk