

**MAYOR AND COMMISSIONERS MEETING
CITY OF REHOBOTH BEACH**

July 8, 2013

The Special Meeting of the Mayor and Commissioners of the City of Rehoboth Beach was called to order at 9:01 a.m. by Mayor Samuel R. Cooper on Monday, July 8, 2013 in the Commissioners Room in City Hall, 229 Rehoboth Avenue, Rehoboth Beach, DE.

City Solicitor Glenn Mandalas gave the invocation followed by the Pledge of Allegiance.

ROLL CALL

Present: Commissioner Patrick Gossett
 Commissioner Bill Sargent
 Commissioner Pat Coluzzi
 Mayor Samuel R. Cooper
 Commissioner Stan Mills
 Commissioner Lorraine Zellers

Absent: Commissioner Mark Hunker

Also in attendance were: City Manager Gregory Ferrese
 City Solicitor Glenn Mandalas

The purpose of this Special Meeting was to discuss the process for hiring a new city manager and consider authorizing the Personnel Committee to solicit proposals from firms with expertise in recruiting employees for the public sector, review the proposals received and engage the selected firm.

Commissioner Patrick Gossett had forwarded to the Commissioners the revised City Manager position description drafted by the Personnel Committee at its meeting on June 10, 2013. The language with regard to the position description has been taken directly from the Charter. The next discussion among the Commissioners is about the hiring of an executive search firm for the purpose of a new city manager. If the Commissioners decide to move in that direction, this City Manager position description would be reworked by the executive search firm.

Commissioner Stan Mills said that in general the description is fine, but it would be best to defer it until the second discussion. At some point in the last 15 years, the University of Delaware came onboard and did some write-ups of job descriptions. He would like a copy of the City Manager's description from the University of Delaware. City Manager Gregory Ferrese said that the latest descriptions were done in 2003.

Commissioner Gossett said that the salary range is current and what was based on neighboring municipalities. As part of the responsibilities of a search firm, it will do a competitive salary survey of the general area and a nationwide survey of comparable sized cities. The same scope of work for public sector executive recruitment is a starting place in moving forward with hiring a search firm. The first action that the firm would take is to have a one on one interview with the Mayor and Commissioners individually, department heads and other selected individuals to develop the position statement. The accomplishment of this meeting would be to authorize the Personnel Committee to move forward with requesting proposals from search firms, have the Personnel Committee review them and make a recommendation to the Commissioners for the selection of a search firm to move forward.

Commissioner Mills said that this is important enough where all the Commissioners should have their fingers in a lot of the decisions, and he would like to have his fingers in it as much as he can.

Commissioner Gossett said that he was tasked with looking for and investigating potential firms. In talking with the individuals of those firms, all of them allow the cities to manage the initial selection process. One on one interviews will be done with the Mayor and Commissioners, department heads and other selected individuals. The Commissioners create the list; and from that list, the search firm builds a matrix of factors that will figure into it. The firm will take the information supplied by the applicants and put it into a matrix. This will determine the candidates who will fall into the matrix with the salary range, experience, education, etc. Everyone needs to have an active role in this process. The Personnel Committee will basically be an administrator of the process. Any decisions or information that is needed for the Commission to review will be

discussed among the Commissioners. Commissioner Gossett acknowledged that the Commissioners will give the final say so in the selection of the consultant firm based on recommendations from the Personnel Committee. The Commissioners will have the final say so in the development of the position description. Final selection of the first pool of candidates for interviews will come before the Commissioners as well as the final selection.

Commissioner Pat Coluzzi made a motion, seconded by Commissioner Bill Sargent, for the Personnel Committee to be authorized to solicit proposals for an executive search firm for a new city manager and to make a recommendation to the Commissioners on a firm to hire.

Mr. Walter Brittingham, 123 Henlopen Avenue, said that with regard to the firm conducting individual interviews with the Mayor and Commissioners, nothing should be done individually with the Commissioners. It should be done openly because the public will not know what is said.

Commissioner Gossett said that in the interview of a candidate, the full Board of Commissioners would be present. The one on one interview would be with the search firm's representative and a Commissioner and/or Mayor to develop the position description, etc. Any interviews with a potential candidate would be done by the Board of Commissioners.

(Gossett – aye, Sargent – aye, Coluzzi – aye, Cooper – aye, Mills – aye, Zellers – aye.) Motion carried unanimously.

There being no further business, Mayor Cooper adjourned the meeting at 9:25 a.m.

Respectfully submitted,

(Patricia Coluzzi, Secretary)