

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

August 5, 2013

The Special Meeting of the Mayor and Commissioners of the City of Rehoboth Beach was called to order at 10:11 a.m. by Mayor Samuel R. Cooper on Monday, August 5, 2013 in the Commissioners Room in City Hall, 229 Rehoboth Avenue, Rehoboth Beach, DE.

ROLL CALL

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

Absent: Commissioner Lorraine Zellers

Also in attendance were: City Solicitor Glenn Mandalas

Also absent: City Manager Gregory Ferrese

The purpose of this Special Meeting was to discuss and decide aspects of the recruitment and hiring process for a new City Manager with a representative of The Novak Consulting Group, the firm contracted to assist the Commissioners with the process.

Ms. Catherine Tuck Parrish, the search manager from The Novak Consulting Group was in attendance at the meeting.

Commissioner Patrick Gossett noted that the City has contracted with The Novak Consulting Group to aid in the search for a new city manager. Up to this point, Ms. Parrish has had an opportunity to speak with the each Commissioner to seek input. All day tomorrow, she will be spending time with Department Heads to develop a complete position description.

Ms. Parrish provided the Commissioners with a proposed agenda: 1. Discuss overview of the recruitment process. 2. Develop City Manager traits and profile. 3. Finalize City Manager recruitment timeline. 4. Develop preliminary interview process. 5. Determine compensation range. 6. Clarify role of Personnel Committee and City Council. This role of the Personnel Committee and City Council has been previously clarified. 7. Next steps. Ms. Parrish noted that there are several elements she will be developing: 1. Brochure. The Personnel Committee and the Board of Commissioners have approved a position description that will be incorporated into a recruitment brochure which gives the parameters intended to attract people and gives them a realistic expectation of what they would be doing. Ms. Parrish will be placing the ads. National publications will be done as well as state leads. There will be strong regional interests and national interest. The brochure will be placed on Novak's website with a link to the City website. Ms. Parrish recommended that she should be the point of contact for applicants.

Mayor Cooper said that Ms. Parrish should forward the ads Ms. Ann Womack, City Secretary, to be run in the local and statewide newspapers at the appropriate time.

Ms. Parrish said that the confidentiality of the hiring process is really important in order to keep a good applicant pool. The recruitment plan will be updated based on conversations today. The second document which will be provided to the Commissioners will be the brochure. The third document will consist of a list of first-year priorities and goals for the City Manager. One of the things that is really important is for the Commissioners to have agreement on what is most important because it can save the new manager time. Day-to-day service delivery is the most important thing. Ms. Parrish will forward a draft of the first-year goals, a revised version of the recruitment plan and the text for the brochure to Commissioner Gossett. Those three documents will distributed to the Commissioners on August 12, 2013. Feedback from the Commissioners should be provided no more than one later. After that, the brochure will be put together. It is anticipated that some of the ads will be ready to go the week before Labor Day. The position will be open for a little more than a month. The deadline would be October 4, 2013. Two weeks later, Ms. Parrish would come back to the

Commissioners to review the list of candidates as well as the semi-finalist group. She will recommend the finalists from the semi-finalist group. This meeting would be held in executive session. In November 2013, interviews would be conducted with the top three candidates, preferably on a Friday and Saturday. After that, Ms. Parrish would debrief with the Commissioners and work with them and the City Solicitor to make an offer. Also in October 2013, time will be spent on compensation and a checklist of things such as an employment agreement.

The consensus of the Commissioners was that the schedule looks feasible.

Ms. Parrish provided the framework of the interview process. A tour component is really helpful. It is important for the City Manager candidates to meet who they would be working for and who they would be working with. Interviews will have to meet the Commissioners' schedules. A debriefing period would be held afterwards. Time may also be reserved for calling back candidates. This could be built into the schedule.

The consensus of the Commissioners was to pay expenses such as air fare, rental car, meals, etc.

Commissioner Sargent noted that Commissioner Coluzzi will be leaving the Board of Commissioners in September 2013 and Ms. Toni Sharp will be sitting as a Commissioner so she should be provided with all the same materials because she will be part of the decision-making process.

Commissioner Mills hoped that the Board would explain to the public better when and why an executive session needs to be held, and why the public will be excluded at certain times. City Solicitor Mandalas said that the Board should keep this confidential not only for the applicant's sake but also for the Commissioners' sakes.

Commissioner Gossett held a meeting on July 31, 2013 with the Department Heads to explain the process to them, inform them of what is going, explain to them about their meetings with Ms. Parrish today, what is expected of them, etc., so they are part of the process. Commissioner Hunker noted that feedback from staff is good to have; but the Commissioners are doing the hiring, and they should not have conversations with the staff with regard to this hiring process.

Ms. Parrish said that she will be talking with the staff today and tomorrow. She will put together the information and provide a summary to the Commissioners. Ms. Parrish reviewed some of the requirements and an expected hiring range depending on qualifications for the City Manager position. She recommended that the hiring range be between \$90,000.00 and \$110,000.00.

Commissioners Hunker, Sargent and Coluzzi thought that the upper range is low for people coming out of big cities and should be raised to \$120,000.00. Mayor Cooper and Commissioner Mills were comfortable with the hiring range proposed by Ms. Parrish. After discussion, the hiring range will remain as originally proposed.

Ms. Parrish said that there will be further conversation about the rest of the compensation package such as benefits, moving expenses, house-hunting trip, etc. The compensation package will be tailored to the individual candidate. She confirmed that residency within the City limits is not required.

Commissioner Gossett reiterated the aspect of confidentiality and staying with deadlines.

The next Regular Meeting will be held on August 16, 2013 at 7:00 p.m.

There being no further business, Mayor Cooper adjourned the meeting at 11:32 a.m.

Respectfully submitted,

(Patricia Coluzzi, Secretary)