



**SPECIAL CITY COMMISSION MEETING
THURSDAY, MARCH 25, 2021
10:00 A.M.
COMMISSION CHAMBERS
8 W. BROADWAY ST.
FORT MEADE, FLORIDA 33841**

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL – CITY CLERK**
- 3. CITY MANAGER SEARCH**
 - A. Overview of the progression of the City Manager Executive Search – Interviews - *Beisy Hernandez***
- 4. CITY ATTORNEY COMMENTS**
- 5. CITY MANAGER COMMENTS**
- 6. CITY COMMISSION COMMENTS**
- 7. ADJOURNMENT**

NOTE: If any person decides to appeal any decision made by the City Commission with respect to any matter considered at this meeting or hearing, he/she will need a record of the proceedings, and for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. (F.S. §286.0105)



**CITY OF FORT MEADE, FLORIDA
STAFF REPORT
FOR MEETING OF MARCH 25, 2021
AGENDA ITEM 3-A**

SUBJECT:

Overview of the progression of the City Manager Executive Search-Interviews

BACKGROUND:

Candidates Selected for Zoom Interview-March 25, 2021

ZOOM INTERVIEW SCHEDULE	
25-Mar-21	ZOOM INTERVIEWS
TIME	CANDIDATE
10:00 AM - 10:45 AM	Cox, Kemuel Stephen
10:50 AM - 11:35 AM	Day, Timothy
11:40 AM - 12:25 AM	Lawless, Seth

Interview Guidelines for Virtual and On-Site Interviews/Visit

The City Manager Search next step in the process will be to conduct candidate interviews via video technology, such as Zoom or other available options.

The process will be as follows:

1. Notify candidates selected of the virtual interview process.
2. Ensure that the candidate has the appropriate technology to participate.
3. Assure candidates that the virtual process will not affect the consideration of their candidacy.
4. Allow for accommodations, as needed.
5. Provide the date and time of the interview to the selected Candidates.

The Human Resources will be mindful that not every candidate will be able to access virtual interview technology and may need to reschedule or determine an alternate method for interviewing.

1. Test the technology prior to the scheduled interview time.
2. Questions must be the same as what you would have asked in an in-person interview.
3. Keep detailed notes.
4. Inform the candidates during the interview and comply with the Public Records Act.
5. If you plan to video chat with a candidate, make sure you allow them to prepare by letting them know they will be on camera.
6. Be mindful and accommodating of potential audio and/or video delays by allowing extra time.

Final in Person Interview

The selected candidates will proceed to the Final In-person Interview. The city will practice the following safe meeting protocols:

1. No more than ten (10) persons may gather in one closed space. The ten-person limit includes the candidate and the Commission.
2. The candidate must wear a mask during travel and the City premises, monitor daily symptoms, and practice stringent personal hygiene during the trip.
3. All individuals participating in the interviews – Committee, employees, and candidates –if experiencing symptoms of illness, should not come attend the interview in person.
4. If the candidate is experiencing symptoms, he/she must notify the committee after completing the Daily Symptom Screening form and the committee should offer to hold the interview via teleconference or video conference or reschedule for when the candidate is feeling better.
5. If a anyone participating is experiencing symptoms, he/she must notify the Human Resources and they should arrange to include the individual via teleconference or video conference if possible.
6. Each participant will be required to wear a face covering. A disposable mask will be made available for each candidate and City participants.
7. Keep in mind the ten-person limit must be followed regardless of the size of the room.
8. Refrain from shaking hands or making close contact with the other committee members and the candidate.

Tours of the City if Scheduled:

1. Tours of the City should be conducted by a single individual so that there are no more than two (2) individuals per vehicle.
2. Each person must wear a face covering while in the vehicle. A window should be rolled down approximately three inches to allow for the circulation of outside air.
3. If you have questions about recruiting, hiring, and onboarding as it pertains to COVID-19, please contact the Human Resources Department

FISCAL IMPACT/FUNDING SOURCE:

TBD

RECOMMENDATION:

The Commission confirms the final list of candidates for the Human Resources Department to coordinate the in-person interviews, provide date and time to begin.

MOTION: Confirm the final list of candidates for the Human Resources Department to coordinate the in-person interviews, provide date and time to begin.