



**SPECIAL CITY COMMISSION MEETING
CITY MANAGER EXECUTIVE SEARCH
THURSDAY, APRIL 8, 2021
9:30 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 – In Person 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 APRIL 8, 2021
AGENDA ITEM 3-A**

SUBJECT:

Finalize the City Manager Executive Search

BACKGROUND:

The following Candidates have been selected for In Person Interview that will be conducted on April 8, 2021 at City Hall Chamber.

Employee/Candidate- Jan Bagnall

9:30 AM – Interview

The candidate is familiar with the City and the operation will not require a tour.

Candidate-Timothy Day

10:30 AM - Interview

The candidate is familiar with the City and the operation will not require a tour.

In Person Interview and Tours

The city will practice the following safety 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; Commissioners, 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 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.

Department and City Facilities Tours

Tours will be conducted by a single individual so that there are no more than two (2) individuals per vehicle.

1. 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.
2. If you have questions about recruiting, hiring, and onboarding as it pertains to COVID-19, please contact the Human Resources Department.

After the interviews/tours are completed the Commission will make the final selection for the City Manager Position.

FISCAL IMPACT/FUNDING SOURCE:

TBD

RECOMMENDATION:

The Commission selects the New City Manager for the City of Fort Meade.

MOTION: The Commission selects the New City Manager for the City of Fort Meade.