

# MINUTES

KEY COLONY BEACH  
CITY COMMISSION SPECIAL MEETING  
Tuesday September 13, 2016, 9:30 A.M.  
City Hall Conference Room

1. **Call to Order and Roll Call:** The Special Meeting of the Key Colony Beach City Commission was called to order by Mayor Ellis at 9:30 A.M.

*Present:* Mayor Jerry Ellis, Vice-Mayor Ron Sutton, Secretary Treasurer Jim Pettorini, Commissioner John DeNeale, and Commissioner April Tracy. *Also Present:* City Clerk Kathryn McCullough, Police Chief Kris DiGiovanni, and Building Official Ed Borysiewicz. Public - 7.

2. **Discuss procedure for hiring a City Administrator.** Commissioner Tracy started the discussion by saying she was very uncomfortable at the last commission meeting. She felt put in the position of having to make a decision to hire someone without having seen the applications. She stated at the previous meeting all the Commissioners had agreed; a). on what the position required, b). to run an ad for the position, and c.) to find a qualified applicant for our City. Commissioner Tracy said after thinking about it and talking with the City Clerk, she decided she did not want to make this decision tomorrow. Mayor Ellis agreed with Commissioner Tracy, however, he stated at the time we did not know we had an applicant who wanted the job and who is as qualified and as capable as Mike Puto. Commissioner Tracy stated there is a process to be followed. She feels all the Commissioners need to be involved in the interview process. Vice Mayor Sutton stated he received the email from the City Clerk and emailed back he was in agreement with this Special Meeting. He felt the Commission, including himself, moved too quickly. He stated the position should be advertised and all Commissioners should be included in the interview and selection process. Commissioner Pettorini said he received the email like everyone else. When he spoke to Kathryn she explained the rules for calling a Special Meeting as related to the Sunshine regulations and the City Charter. He joined the request for this meeting. He said everyone is looking for the same result. Certainly Mike Puto is a qualified candidate, however, anytime you chose from one you limit your options. Commissioner DeNeale reported he started doing his 'homework' as soon as he joined the request for this meeting. When his research was completed he forwarded his findings to the City Clerk to send to all the Commissioners. Commissioner DeNeale first recommends advertising the position of City Administrator, with the Commission deciding on the content of the ad, where the ad should run and for how long. Second, the Commissioners need to decide how the initial cut of the applicants will be made. Third, how many applications should be forwarded to the Commissioners? Fourth, who will draft the contract? Fifth, who will lead the contract negotiations? And finally, the Personnel Policy and Procedures Manual to include City Administrator sections where appropriate. Vice Mayor Sutton stated all the Commissioners should be involved in making the initial cut of applicants. Mayor Ellis suggested the

Commission follow the same procedures used when Cathy was hired as City Clerk and when Kathryn was hired as City Clerk. The terms the Mayor discussed with Attorney Wright are for a one (1) year contract, a minimum of 80 hours per month and no benefits. This would be a 1099 position. He asked if these terms should be included in the ad. Commissioner Tracy asked if a probationary period should be considered. Mayor Ellis said there is a code provision allowing for termination of the position at any time. Vice Mayor Sutton said that could be included in the contract. Commissioner Tracy stated a candidate should be computer literate and a strong office manager. Commissioner DeNeale said the City needs more of a micro manager than a macro manager. Mayor Ellis asked if the ad should be drafted and presented at the next commission meeting for approval. Commissioner Tracy said the ad should probably not run longer than a month. The consensus of the Commission was an ad run for at least 2 cycles of any publication considered.

**Motion:** Motion made by Vice Mayor Sutton, seconded by Commissioner Pettorini, for the Commissioners to approve the ad for City Administrator and to instruct the City Clerk on investigating the cycles of various publications:

**On the Motion:** Roll call vote. Unanimous approval.

The Commission agreed to cancel the special meeting scheduled for the next day.

The meeting adjourned at 10:10 A.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kathryn L. McCullough". The signature is written in a cursive, flowing style.

Kathryn L. McCullough  
City Clerk

**Note:** These minutes are unofficial and have not been formally approved by the Commission. The approval will be at the next scheduled Commission meeting.

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