



City of Tarpon Springs, Florida

Board of Commissioners
324 East Pine Street
Tarpon Spring, Florida 34689
(727) 938-3711

<http://www.ctsfl.us/agenda.htm>

**SPECIAL SESSION AGENDA
TUESDAY, JULY 9, 2024
4:30 PM - CITY HALL AUDITORIUM**

CALL TO ORDER

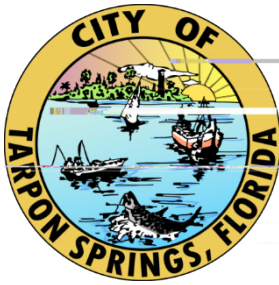
ROLL CALL

PUBLIC COMMENTS

AGENDA ITEMS:

1. Selection of Final Candidates for City Manager
2. Finalize Process and Dates for Final Stage of City Manager Selection

ADJOURNMENT



CITY OF TARPON SPRINGS, FL

CITY MANAGER

324 East Pine Street
P.O. Box 5004
Tarpon Springs, Florida 34688-5004
(727) 942-3590
Fax (727) 937-8199

MEMORANDUM

To: Honorable Mayor and Board of Commissioners
Through: Mark LeCouris, City Manager
From: Jane Kniffen, Human Resources Director
Paul Smith, Senior Administrator
Date: July 9, 2024
Subject: Update: City Manager Recruitment Process

Summary

At the June 11, 2024 Special Session, the Board approved a list of 9 candidates for consideration for the position of City Manager. Staff contacted these candidates for authorization to perform the background screening process and to schedule an initial interview with staff via (recorded) video conference. The purpose of the initial interview is to provide additional information for the Board to consider in their next discussion in developing a list of finalists for onsite interviews. Department directors were invited to observe the interviews.

In staff's communication with each candidate, the following requirements were re-iterated as a part of the position:

1. City residency: establish permanent legal residency within the city within one year of appointment (per City Charter); and
2. Able to be present in Tarpon Springs for Board interview and other candidate activities for the pre-scheduled dates of both 7/26 – 7/27 and 8/2 – 8/3 (one of these date ranges yet to be selected by the Board); and
3. Candidates should be aware that the current pay range is \$120,910 – \$194,790 and that the Board would need to consider and approve any salary outside of this range.

Through the process of requesting authorization for background screening and scheduling interviews, the list of remaining candidates that participated has been reduced to five (5): they are listed in the table below. Recorded interviews have been made available for online viewing on the City website.

Candidates Interviewed By Staff
Gaa, Joseph
Hutka, Thomas
Jordan, Patrick
Maxeiner, Douglas
Rudd, Charles

Next Meeting to Select Finalists for On Site Interviews

A Special Session at 4:30PM on July 9, 2024 is being held to select finalists for onsite interviews and to discuss the proposed interview process.

On Site Interview Process

The following outline is a basis for Board discussion regarding onsite interviews and decision:

1. **Invite candidates to visit the City over a 2-day period.** The dates that were identified as available from the members of the Board include: **7/26 – 7/27 OR 8/2 – 8/3.**
 - a. **Day 1 – Tour of the City and Meet the Community.** Tour of the city in the afternoon followed by a “meet the public” event at the Heritage Museum.
 - b. **Day 2 – Interviews.** Discuss the structure of the interview process, e.g. individual interviews.
2. **Board Decision** – discuss the timing and format for Board discussion and selection of City Manager.