



**BOARD OF MAYOR AND COMMISSIONERS  
SPECIAL CALLED WORK SESSION**

**March 7th, 2018**

**6 p.m.**

**MINUTES**

Members Present: Jonathan Elmore, Mayor  
Brian Fisher, Mayor Pro Tem  
Adela Yelton, Commissioner  
Lisa Shortell, Commissioner

Members Absent: Lionel Laratte, Commissioner

Staff Present: Gina Hill, City Clerk

Item No. 1 Meeting Called to Order

Item No. 2 Adoption of Agenda  
Commissioner Yelton moves to adopt. Commissioner Shortell seconds. All ayes.

Item No. 3 **City Manager Search Process**  
The Board of Mayor and Commissioners will review the city manager search timeline and process. Will include discussion of recruiting firm selection and review of position description and job documents.

Commissioner Yelton says she and Commissioner Laratte have been doing some preliminary work on hiring a new city manager. They have reached out to the Georgia Municipal Association (GMA) and other resources to find out what's involved in the process and what are best practices. They contacted four search firms recommended by the GMA. Commissioner Yelton developed goals for various steps in the process and explained them (attached as an agenda item). The Board also discussed updating current city manager documents such as the job description. Quotes from the search firms ranged from \$4,000 to about \$26,500 not including travel costs for candidates. Commissioner Shortell noted that some search firms had a more local or regional focus. The Board discussed pros and cons of the various firms and narrowed them down from four to two. The Board agrees that they don't know an actual dollar amount at this point but they're generally working with a figure of \$30,000 or less. Members of the audience asked about involvement of the public in the selection process. Commissioner Shortell responded that whatever search firm is chosen will hold stakeholder interviews to get

input and Commissioner Yelton suggested regular public updates on the search.

**Next Steps:**

Each Board member is to use the budget, scope of work, and other parameters to score each search firm. Mayor Elmore and Mayor Pro Tem Fisher will check their references. The goal is to choose a search firm by the March 21<sup>st</sup> work session, when it will be discussed. A contract with that firm could potentially be signed at the next regular meeting.

Item No. 4

Adjournment

Commissioner Shortell moves to adjourn. Mayor Pro Tem Fisher seconds. All ayes.

APPROVED THIS 23<sup>rd</sup> DAY OF APRIL 2018



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Jonathan Elmore, Mayor

ATTEST:



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Gina Hill, City Clerk