



**WILDWOOD®**

## **City Administrator Search Committee Meeting**

**Tuesday, February 19, 2019**

**5:30 PM**

**Wildwood City Hall**

**Community Room**

**16860 Main Street, Wildwood, MO 63040**

- I. Call To Order
- II. Roll Call
- III. Approval Of Minutes – February 6, 2019

Documents:

[\*\*2-6-19 CASC DRAFT MEETING MINUTES.PDF\*\*](#)

- IV. Public Participation
- V. Responses From GovHR USA To Search Committee's Questions
- VI. Reference Check Feedback
- VII. Next Meeting – TBD
- VIII. Miscellaneous
- IX. Adjournment

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**CITY ADMINISTRATOR SEARCH COMMITTEE  
RECORD OF PROCEEDINGS**

**WILDWOOD CITY HALL  
2<sup>nd</sup> Floor Planning Conference Room  
16860 MAIN STREET, WILDWOOD, MO 63040**

**Wednesday, February 6, 2019  
5:30 P.M.**

The meeting was called to order at 5:30 P.M. by Chair Dodwell.

A roll call was taken, with the following results:

<u>Present</u>	<u>Absent</u>
Council Member Gragnani	
Council Member Shea	
Council Member Dodwell	
Council Member Bopp	
Council Member Woerther	
Council Member Manton	
Council Member McCutchen	
Council Member Garritano	

Also present: Steve Cross, Co-Interim City Administrator  
Kathy Arnett, Assistant Director of Planning and Parks

**APPROVAL OF MINUTES**

A motion was made by Council Member Gragnani, seconded by Council Member Manton, to approve the minutes from the January 9, 2019 meeting. A voice vote was taken, with an affirmative result (Council Members McCutchen and Garritano abstained), and the motion was declared passed.

**PUBLIC PARTICIPATION – NONE**

**REVIEW AND CONSIDERATION OF PROPOSALS SUBMITTED BY GOVHR USA AND STRATEGIC GOVERNMENT RESOURCES**

Of the thirteen (13) firms the Committee had solicited proposals from for this purpose, two (2) were received. Chair Dodwell noted GovHR is the firm the City used in its last City Administrator search. She noted, the first task for this meeting is to review both proposals. Council Member Woerther noted three (3) other cities in St. Louis County are searching for City Administrators, and these include Creve Coeur,

who has postponed their search, and Ballwin, who is using SGR. Ballwin representatives noted some disappointment, given only eight (8) applications being received. There is belief due to the City-County merger discussions and a positive economy, the quantity and quality of applications has been reduced. Chair Dodwell noted in her conversations with GovHR, the firm representative was excited to have the opportunity to work with Wildwood again.

Discussion was then held regarding the following: concerns with SGR's proposal being less substantive than GovHR's; concerns with SGR's lack of quality candidates identified for Ballwin; the potential for keeping the current situation, if a lack of quality candidates are found; the differences between Wildwood and other municipalities in the region; concerns with the potential City-County merger having an impact on interest in the position; and the comparative analysis table compiled by Council Member Woerther.

The Committee then reviewed the project methodologies of both firms and discussed the following: both proposals include on-site interviews, advertising, recruitment, written questionnaires, evaluations, and a report to the City after review of resumes; neither proposal included fees for travel and lodging for out-of-town candidates; in previous City Administrator searches, the Council's practice has been to have the selected firm, with review and deliberation by the Committee, reduce the quantity of submitted resumes to ten (10) to fifteen (15) candidates, then have the firm complete Skype interviews, with the top four (4) or so candidates being brought in for interviews; SGR's proposal includes training and team building during the process; the support of the thoroughness of SGR's proposal; GovHR requires a pre-payment of thirty percent (30%) of the fee to begin; the thought the recorded online interviews outlined by SGR would be beneficial; the support of the succinctness and conciseness of GovHR's proposal; the previous experience and satisfaction with GovHR; the potential for tapping into a different pool of people by using GovHR, since SGR has already completed a similar process locally; the cost of each proposal, with SGR being \$5,000 more; and the City of Ballwin's previous contract with SGR in 2015, which eludes to their satisfaction with the firm.

A motion was made by Council Member Woerther, seconded by Council Member Shea, to recommend the City engage GovHR for the City Administrator recruitment process. A voice vote was taken with an affirmative result (Council Member McCutchen voted nay) and the motion was declared passed by a vote of 7-1.

Discussion was then held on the additional services in SGR's proposal and the potential to approach GovHR to see if they could provide these same add-ons, such as team building and the online recorded interviews. Chair Dodwell noted that, with the Committee's consensus, she would contact GovHR to see if they would do team building and recorded interviews. She will also ask for more details on staff and Council interviews and their respective levels of involvement in the process.

Discussion was then held on the factors the Committee needs to consider to ensure the best candidate is selected. These factors included the following: the uniqueness of Wildwood; the pros and cons of managing a City that is growing, with fewer employees than most, and a contracted police department; the need for an administrator who has experience in New Urbanism, understands a master planned community, and is clear on the importance of planning and parks in Wildwood's future; the potential to contact other cities to discuss their experience with GovHR; the importance of having staff participate in the search process; the desire to not limit the candidates to only those with government experience, but potentially someone with entrepreneurial expertise and great managerial skills; the timing of the Committee's recommendation to City Council; the potential to do team building, as a separate contract,

or even by a different firm; the timing of City Council meetings and the impact on if the answers on additional services can be addressed, prior to the next meeting; and the desire to have all of the Committee's concerns addressed before an ordinance is presented to City Council.

Consensus was then reached among the Committee Members to review references and check with GovHR on additional services to have a complete recommendation, when it is presented to City Council.

Council Member Garritano left the meeting.

#### **REVIEW OF CITY TEAM MEMBER RESPONSES REGARDING NEW CITY ADMINISTRATOR SKILLS, QUALITIES AND ABILITIES**

Chair Dodwell noted a list had been compiled of the skills, qualities, and abilities Staff is seeking in a City Administrator. She questioned how the Committee would like to review the list and then, ultimately present it to GovHR.

Discussion was held and consensus was reached among the Committee Members to provide the full list of staff comments, as written, to the consultant.

#### **MISCELLANEOUS**

Consensus among the members was reached on the Committee's next steps:

1. Chair Dodwell will contact the recommended firm to determine additional services and seek a reference that may have a negative opinion.
2. Council Member Woerther will create a format of standard questions for Committee Members to use when making individual telephone calls to the references and ask an identical list for comparable answers.
3. The list of questions will be provided by end of day Friday, February 8<sup>th</sup>, to the Committee, as a whole.
4. Committee Members will complete calls the week of February 11<sup>th</sup> to Maryland Heights, Ferguson, and University City.
5. The Committee will meet the week of February 18<sup>th</sup> to discuss and make a final recommendation to send to City Council at its meeting on February 25<sup>th</sup>.

#### **NEXT MEETING – TUESDAY, FEBRUARY 19, AT 5:30 P.M., IN THE COMMUNITY ROOM**

#### **ADJOURNMENT**

A motion was made by Council Member Woerther, seconded by Council Member Manton, to adjourn the meeting. A voice vote was taken, with a unanimous affirmative result, and the motion was declared passed. There being nothing further, the meeting was adjourned at 6:55 p.m.