

INTER-OFFICE CORRESPONDENCE

MEMORANDUM NO. 2021-028

TO: Mayor Greg Ross
Members of the City Commission

CC: Joseph Napoli, City Manager

FROM: Jacob G. Horowitz, City Attorney *JGH*

DATE: September 21, 2021

RE: City of Cooper City ("City") / FCCMA – Senior Advisor Program

At its September 14, 2021 regular meeting, the City Commission directed the City Attorney's Office ("CAO") to contact the Florida City County Management Association ("FCCMA") and to obtain information about the FCCMA's Senior Advisor Program (f/k/a the Ranger Rider Program). Ken Parker of Port Orange currently serves as the Senior Advisor Program coordinator. As part of our review, the CAO had an opportunity to discuss the program with Mr. Parker, along with the City's potential future need for assistance from the FCCMA. A copy of the FCCMA's Senior Advisor Program summary overview is attached for your review.

The Senior Advisor Program is available only to those municipalities with a **population of less than 10,000**.¹ Further, the Senior Advisor program **is not** available to eligible municipalities until there is an actual, verified **vacancy** in the city manager position. While the Senior Advisor Program may not be a viable option for the City given its population size, Mr. Parker did indicate that the FCCMA also has a related "members-in-transition" program which may better suit the City's potential future needs.

As noted in the attached program overview, the Senior Advisor Program provides assistance to FCCMA members-in-transition with guidance and direction as such individuals seek new opportunities in public administration. If the City were interested in engaging an FCCMA member to serve as interim city manager for a limited time, Mr. Parker indicated that the FCCMA would provide the City with the names of local members-in-transition for consideration. The City would then be able to contact the local FCCMA members directly and negotiate the terms and conditions of such a limited engagement.

¹ This is change in policy that was recently adopted by the FCCMA's Board of Directors.

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These negotiations would include compensation for the FCCMA member to serve as interim city manager while the City Commission evaluated its options for engaging a permanent manager.

Mr. Parker suggested that the FCCMA is not a headhunter and that it will not make recommendations on potential city manager candidates. Additionally, the FCCMA does not conduct background screening on potential candidates. However, the FCCMA may be able to assist the City with preparing a solicitation to engage a headhunter firm or, alternatively, it may be able to provide the City with some assistance in conducting its own search for a permanent city manager.

Mr. Parker also indicated that he was willing to appear virtually (via telephone or Zoom) at a future City Commission meeting, schedule permitting, to offer some additional insight into the FCCMA's programs and the ways in which the FCCMA may be able to assist the City.

Please contact our office if there is any additional information that we can provide.