

**FRUITLAND PARK SPECIAL CITY COMMISSION MEETING MINUTES
JUNE 6, 2013**

MEETING STATISTICS. A special meeting of the Fruitland Park City Commission was conducted in the Commission Chambers of City Hall, 506 West Berckman Street, Fruitland Park, Florida on Thursday, June 6, 2013 beginning at 7:03 p.m

INVOCATION AND PLEDGE OF ALLEGIANCE. Commissioner Cheshire delivered the invocation followed by the Pledge of Allegiance led by Commissioner Goldberg.

ROLL CALL. Mayor Bell asked Administrative Asst. Tracy Kelly to call the roll.

ELECTED OFFICIALS PRESENT. Commissioner John L. Gunter, Jr., Commissioner Chris Cheshire, Commissioner Albert O. Goldberg, Vice Mayor Sharon Kelly, Mayor Christopher J. Bell

MUNICIPAL OFFICIALS/OTHERS PRESENT. Police Chief (PC) Terry Isaacs, Community Development Director (CDD) Charlie Rector, Acting City Treasurer Susan Parker, Administrative Assistant Tracy Kelley.

01. Mayor Bell said the reason for tonight's meeting is to listen to a presentation by Colin Baenziger & Associates Recruiting Firm and Bob Murray & Associates Recruiting Firm.

Mr. Baenziger brought brochures for the Commission's review. Mr. Baenziger has a flow chart which shows that the first thing we would do to hire a City Manager is to get to know you. We interview each of you separately and want to hear your goals. We interview City Staff also. Then we produce a recruitment brochure to show that this is the place you would want to work in. Finally we do an email to our data base to reach a variety of candidates. Mr. Baenziger also said that they then select the top 20 for a phone interview. We talk to them to make sure they are fully informed about the City, From the interview over the phone we then select the top 10. These would be the semi-finalists. Mr. Baenziger said that those 10 resumes are sent to you and backgrounds checks are done on them. We ask for at least 10 references. The second thing is an internet check on each candidate, criminal checks, credit and motor vehicle checks. This is all done before we send them to you. With that you select the top five. Mr. Baenziger said each candidate is asked to come to the city the day before for a small social gathering to see the candidates in a social event. This gives us a community feedback. On the second day there is a one and one interview with each Commissioner. The last thing is a full Commission interview as a whole. After you make a selection we guarantee our work. If the candidate leaves after the first year there is no cost to you, completely free and we do the search again. If after two years they leave you only pay the expenses, you don't pay the fee and we do the search again.

Mr. Baenziger said what makes them special is that try to build a better business model. When we quote a price we never ask for a penny more. The price quoted is the only price you will pay. Typical search lasts approximately 88 days. In Florida there were 115 City Manager searches and Colin Baenziger & Associates have done 80 of them. So what you get from us is confidence, experience and excellence. We are the go to people. One thing Mr. Baenziger asks is for the Commission to reference check on their background.

Commissioner Gunter wanted to know who pays for the out of state candidate to travel to Fruitland Park.

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Mr. Baenzger said that the City must pay the candidate for his or her travel to the city. All other expenses will be paid by the recruiting firm.

Commissioner Cheshire wanted to know if credit checks are done and also what is the average stay of the managers they have placed.

Mr. Baenziger said that credit checks are done and most of the Managers are still with the cities they were placed with, but the average stay is usually five years. Our average is about 7 or 8 years. We need you to be completely satisfied.

Mayor Bell wanted to know if you advertise for resumes or do you approach with an offer.

Mr. Baenziger said we use outreach, advertise in the trade presses, and the email blast.

Commissioner Gunter wanted to know how you base your fees.

Mr. Baenziger said that it is a flat fee. It does not go by the City's size.

Mayor Bell asked if there was any guarantee on how many applicants we get.

Mr. Baenziger said we will probably get around 80. We go through them and from those we chose 20. From that you will get the top ten.

Vice Mayor Kelly wanted to know if Mr. Baenziger would review the 50 applications we have.

Mr. Baenziger would want his company to get their own applicants. We want to make sure they are a good fit for the City.

Commissioner Gunter said that in the brochure it said you will complete the search if we are not happy with the candidates you selected.

Mr. Baenziger said that they rarely have a City that wants us to go out again and do another search. We choose the top ten and then you choose five. There are still the other five you can choose from.

Commissioner Gunter wanted to know if there was another search fee.

Mr. Baenziger said no. The search for the City Manager is \$20,000 and if you are not satisfied with the first 10 we go out again for the next 10 at no charge. We are currently doing the City of Leesburg.

Vice Mayor Kelly wants to know in the meantime can they get us an Interim City Manager.

Mr. Baenziger said that you might need one. Yes, we can have someone by next Thursday. If you use us to do the recruitment we can waive the fee for the Interim City Manager.

Renee from Bob Murray & Associates gave a presentation. Renee is a native Floridian. Bob Murray has a large variety of clients. Bob Murray has been in business for over 25 years, but their own company was established in 2000. Every City's needs are different. The services are: we come in and talk to you to see exactly what you are looking for, what their strengths are. We place ads, and also recruit the candidates. Then look through the resumes and try to find what you are looking for. The firm does record research to find out if there are any concerns. We will make recommendations to you and then give you the 10 that I think will fit. You get all the information and you and the firm will make a decision together. Then interviews are set up. We then do background checks, credit checks, criminal records, driving record, etc. Also check their relationships with people they have worked with. We help with your negotiations in the final process. We have two fees,

1. The Professional fee - \$16,500
2. The Expense fee - \$ 7,500 not to exceed

Timeline is approximately 90 days for your finalists.

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Our goal is to make a perfect fit. That is our goal.

Mayor Bell wanted to know since we have three positions open will there be discounts for having three.

Renee said yes, off the expenses and maybe the professional fee. I'll crunch those figures.

Commissioner Goldberg wanted to know what about candidates that come from out of state.

Renee said that would be extra.

Commissioner Gunter wanted to know what happens if we don't like the three that you bring us. Does the process start all over again?

Renee : yes but there is no additional professional fee. But the expense fee might have to be increased. It depends on the situation. If expenses are less than the \$7,500 that money would be returned to the City. Bob Murray did searches for the following: Lake County, Sumter County, Pasco County, Ft. Lauderdale City Manager. We know a lot of people in the county and I know we can bring a lot of good candidates to the City.

Commissioner Gunter asked that we get a lot of out of state people that want to move here to retire do you look at them.

Renee checks out why they would be interested in moving and why. We never discount age but it has to be looked at. Some cities say that they won't pay their moving expenses and that will discourage a lot of people.

Commissioner Gunter said how long does a City Manager's stay.

Renee said that City Manager's stay approximately 5 to 7 years. If after one year they leave you we will do the search again. If your Commission changes that has an effect sometimes on how long a new Manager stays

Attorney Gerken wanted to know if they supply an Interim City Manager while they are making their search.

Renee said they would be able to contact some people for the Commission.

Commissioner Gunter wanted to know how large a staff they have.

Renee said they have three in Tallahassee.

Mayor Bell thanked Scott for his help.

Comment:

- a) Commissioner Gunter said they were both good. Don't really want to spend the money but at this time maybe we have to. Let's look at the top 10 we have on file at the next meeting.
- b) Vice Mayor Kelly – Liked the brochure from Baenziger.
- c) Commissioner Goldberg said that the first company was a little cheaper, and would give ten candidates instead of three. I think we should give it a little more time to decide. Since no salaries have been paid for the open positions maybe we can raise the salary up for the new candidates. Can Bob Murray associates email us some sort of contract.
- d) Commissioner Cheshire – There are 10 applicants that we have received resumes for that look good for all three positions. Can we do background checks on people we have applicants for.
- e) Scott said that you can look up anyone on the internet. Leesburg is offering a lot more money than Fruitland Park so you might not want to consider those

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candidates. The recruiting agency came up because of the City not doing the appropriate background check on previous employees.

08. MAYOR BELL'S COMMENTS. Mayor Bell – First we have to decide if we are going to proceed with an agency. City Manager would cost us approximately \$25,000 but all three positions would be \$50,000. Having someone do all the work looks appealing but the question is do we want to spend the money. Mayor Bell said that money was promised to the acting City Manager. We will have Renee come back in for a few questions.

Renee will email a list of references. She will give us a price on the other two positions and a listing of placements you have done in Florida.

Mayor Bell said that they will look at both parties and decide if the City wants to hire a recruiting agency.

Scott Gerken said that in the paper Chief had been acting City Manager since last fall. No, that was not true. Monday April 1st was when Mr. Cottrell resigned and then on Tuesday night the 2nd was when you appointed Chief a temporary position. I believe every city in the county has placed other officers in a temporary position at one time or another. An Attorney General's statement came out that a Police Chief cannot serve Acting City Manager. In Miami the City Manager was an Officer and Police Chief was an Officer therefore he cannot hold two positions. It's hard to determine what is an office and what is not. We have to abide with that decision even though I do not. The Chief's appointment has expired anyway but you must appoint a new City Manager tonight even for a short period of time. The Chief has done a fabulous job but with concerns of the Attorney General's decision it would be wise to choose someone.

Commissioner Kelly said that if we choose someone else can the Chief guide them with decisions.

Scott said yes he could

Mayor Bell said could it be a retired person

Scott said yes.

Mayor Bell suggested that we come back next week and make some suggestions.

Commissioner Kelly wanted to know what exactly would that person have to do.

Scott said it would be just daily operations of the City subject to the Commission.

Commissioner Gunter wanted to know in a small City what happens when someone goes on vacation and they only have a Police Chief to stand in for a dual position.

Scott said that on a daily basis there are small cities that hold dual positions for a few days. You do need someone now.

Mayor Bell said that maybe we should send a letter to the Attorney General.

Scott said it does take sometimes three weeks.

Police Chief said that he has received disturbing calls and emails. I never want to go before an ethics Commission for this. I will do anything for the City that is Legal. I need you to say that I have never asked for this job.

Scott agreed that it is in the best interest of the Chief that he should not hold this position any longer, but help out anyone that you put in there. The penalty would be that that person would have to give up one position and we don't want to put his career in jeopardy. It would be great to pick someone tonight.

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Commissioner Gunter said that we have to pick someone tonight, and that the Police Chief said that with Marie's background we could make her acting for a few weeks. I would like to make a motion to make Marie Acting City Manager and hire Jen Potenzone as Acting City Clerk to assist Marie. Second by Vice Mayor Kelly.

All in Favor , yes.

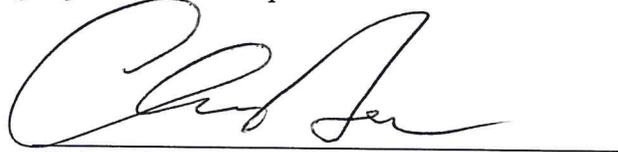
Mayor Bell wanted to discuss the article in the paper. Mayor Bell asked the Chief if he ever directed the Chief in any way how to run the City within the last 60 days. Mayor Bell wanted that on record.

Charlie Rector, CDD wanted to talk to the Commission about Mr. Ranize's drainage issue. Mr. Ranize and Charlie looked at the problem and feel they can fix it without involving an outside contractor. The approximate cost would be somewhere in the \$10,000 range. It is the westward side of the road that has the problem.

Mayor Bell said that it will go on the agenda for next Thursday if Charlie can come up with the numbers.

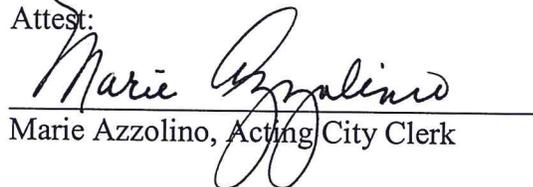
Next Meeting will be on the 11th at 7:00pm to discuss the resumes we have on hand, and Renee from Bob Murray will have some stats for the Commission to see if we will go ahead with the recruiting firm.

09. ADJOURNMENT. There being no further business to discuss, Commissioner Cheshire moved to adjourn the regular meeting. The meeting adjourned at 9:00p.m.



Christopher J. Bell, Mayor

Attest:



Marie Azzolino, Acting City Clerk