

Minutes of the
CITY COMMISSION WORKSHOP
CITY OF EUSTIS, FLORIDA
February 15, 2007 at 6:02 p.m.

THIS WORKSHOP OF THE EUSTIS CITY COMMISSION WAS HELD AT 10 NORTH GROVE STREET, EUSTIS WITH MAYOR JAMES T. ROTELLA PRESIDING.

ROLL CALL: Mayor James T. Rotella
Vice-Mayor Evelyn H. Smith
Commissioner Scott M. Ales
Commissioner Jonnie C. Hale
Commissioner Karen LeHeup-Smith

OTHERS PRESENT:

Steve Benetz, Director of Leisure Services/Library
Scott Gerken, Acting City Attorney
Ann Isaacs, Director of Human Resources
Tracy Jeanes, Director of Purchasing
Janice Jones, Staff Assistant III

Jim Myers, Acting City Manager/City Clerk
Judy Roberts, Deputy City Clerk
Anthony Robinson, Police Department
Mike Sheppard, Acting Finance Director

Order of Business
EXECUTIVE SEARCH FIRM & RECRUITING SERVICES FOR CITY MANAGER

Tracy Jeanes stated that the Request for Proposals (RFPs) were opened on February 5, 2007 at which time Ann Isaacs and she shortlisted to four (4) firms per the Commission's request. She asked that when the Commission makes the award that they include the language "contingent upon receiving all necessary signed documentation."

Colin Baenziger & Associates, Wellington, Florida - Colin Baenziger

- Gave a notebook to each Commissioner for review. The notebook is typical of what is given to a client prior to interviews.
- Out of 36 cities/counties in the State of Florida that used recruiters, Baenziger was awarded 27.
- Active with International City/County Management Association, Florida League of Cities and Florida City/County Management Association.
- Recruit nationally, but prefer to recruit in Florida because candidate already knows environment and laws; makes for smoother adjustment.
- Never missed a milestone.
- Gene DeMarie, local contact, lives in Sorrento, Florida.
- Complete an extensive background check including references, internet checks, civil records check, criminal checks, verify employment and education.
- Never involved in litigation except as expert witness.
- Two-year warranty.
- Never asked for additional fees no matter how long the search.
- Database of around 6,000 people in local government.
- Candidates seen in three (3) settings - social, one-on-one interviews and at Workshop setting. Decision made a few days later by ballot.

The Mercer Group, Inc., Winter Haven, Florida - Dr. Tom Freijo

- Gave handout to each Commissioner.
- Nationwide firm.
- His office in Winter Haven.
- Would interview each City Commissioner prior to beginning search.
- Position profile approved by Commissioners.
- Recruitment to last 30 days.
- Preliminary screening will narrow the list to 12-18 candidates. He will meet with Commissioners to share results then the Commissioners reduce candidate list to 8-10. He will do an extensive background on the 8-10 and then narrow to five (5) candidates for consideration.
- Work with Staff to set up logistics of interview process and be present at interviews to help facilitate.
- Available, if so desired, for contract negotiations.
- He works exclusively in the State of Florida.
- He is from Florida, had been a City Commissioner and understands Florida Sunshine Law, politics of State of Florida, growth management, etc.

Slavin Management Consultants, Norcross, Georgia - Bob Slavin

- Recruits primarily for cities and counties and non-profits across the United States.
- Extensive work in Florida.
- Average City Manager tenure is over six (6) years.
- Will discover needs and issues of Commission and community; discover the characteristics, experience, successes, management style and personality characteristics that will best fit City's needs.
- Been in business since 1979.
- National network.
- Will visit candidate in their community to see how community and staff relate to him.
- Will help set performance goals for City Manager to meet during first year or so on the job.
- Will help evaluate performance and guarantee person will be on job for at least two (2) years. If person leaves prior to two (2) years, Slavin Management Consultants will conduct another search for expenses only, no fees.
- Understands Florida Sunshine Law.
- Able to attract people to Florida positions who otherwise might not be willing to submit resume if they know it is going to be a public document.


The Par Group, Lake Bluff, Illinois - Steve Bernard, Senior Vice-President

- Headquartered in Chicago Metropolitan Area.
- Oldest executive search firm in United States working exclusively in local government search.
- Been in business over 30 years.
- All principals are former Public Administrators or City Managers.
- Will interview each Commissioner and key Department Heads individually and any community leader the Commissioners deem necessary, such as School Superintendent, Chamber of Commerce leader, etc.
- Typical interview questions are: 1) What do you see as the issues and priorities facing the community over the next several years; and 2) What do you feel are the qualities and qualifications most important in your next City Manager.
- Will establish a comprehensive recruitment profile consisting of answers to the above questions, information gathered from interviews, budgets, annual reports, audits, Chamber of Commerce materials, key components of community, etc., within 10 days of completion of interviews for review and approval by Commissioners.
- Sixty (60) day process of national search from time of profile approval for a total of about a 90-day process from beginning to end.
- Par Group will narrow selection to 8-10 candidates from which to choose.
- Bound book on each candidate presented to Commissioners and he will review each candidate with Commissioners and assist in narrowing the field.
- Recommend no fewer than five (5) candidates be brought in for interview on which complete due diligence in background search, personal financial records, felony records, education verification, etc., will be done.
- Assist in interview process and second book on each candidate will be presented to include library of interview questions that can be asked based upon quality and qualifications and background identified in the beginning as basis for recruitment profile and a rating process.
- Once candidate has been selected, Par Group available, if needed, to assist in negotiation of contract. If utilized, will want to work with City Attorney in negotiating contract.

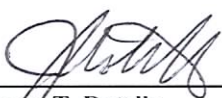
Mayor Rotella noted that there will be a question and answer session as the first item on the agenda at the Regular City Commission Meeting tonight at 7:00 p.m. and asked that each representative remain for the session. Each firm will be asked to come in one at a time and will be allotted five (5) minutes for Commissioners to ask questions.

Ms. Jeanes stated that she had not found where Colin Baenziger & Associates, in their proposal, had specifically stated that they will come back after the City Manager is hired to assist with performance criteria goals. The rankings for the firms had been done independently. The Commission will indicate their top choice and make an award at the Regular City Commission Meeting.

ADJOURNMENT: 6:56 p.m.



Judy Roberts, CMC
City Clerk



James T. Rotella
Mayor/Commissioner