

**Minutes of the
SPECIAL CITY COMMISSION MEETING
CITY OF EUSTIS, FLORIDA
April 5, 2007 at 5:04p.m.**

**THE SPECIAL CITY COMMISSION MEETING WAS HELD AT 10 NORTH GROVE STREET, EUSTIS
WITH MAYOR ROTELLA PRESIDING.**

Mayor Rotella acknowledged that a quorum was present and confirmed that the meeting had been properly noticed.

OTHERS PRESENT:

Steve Benetz, Director of Leisure Services/Library	Chin Khor, Director of Public Services/City Engineer
Fred Cobb, Director of Public Safety/Chief of Police	Jim Myers, Acting City Manager/City Clerk
John Futch, Director of Public Works	Alton Roane, Director of Developmental Services
Erwin Gajentan, Director of Water	Judy Roberts, Deputy City Clerk
Steve Greene, Planning & Code Enforcement Manager	Mike Sheppard, Acting Finance Director
Donna Holley, Development Services	Lewis Stone, City Attorney
Ann Isaacs, Director of Human Resources	Roy Tremain, Fire Chief
Tracy Jeanes, Director of Purchasing	Karen White, Recording Secretary
Janice Jones, Finance Department	

**Order of Business
SELECTION OF SEMI-FINALISTS FOR CITY MANAGER**

Mayor Rotella stated that the purpose of the meeting is to shorten the list of applicants for the position of City Manager for the City of Eustis. Dr. Tom Freijo, The Mercer Group, will facilitate and run the meeting.

Dr. Freijo explained that he had prepared a position profile, completed the advertising and recruiting phase, and received about 65 applications. He felt the Commission would be satisfied with the quality of the individuals he would be presenting. He had completed the initial screening of the applications and eliminated those whose backgrounds did not fit. He spoke to about 24 people on the phone and gathered additional information beyond what was on their paper credentials and tried to get a feel for them in regard to their ability to communicate intelligently, their sense of interest for the community, parallelism of what they had done before and what is needed in Eustis. This process reduced the number from 24 to 13. He would be sharing information on the 13 in the form of summaries and also sharing information from his personal experience with the individuals or his impressions formed during the phone interviews. Copies of all the applications were provided to the Commissioners.

Mayor Rotella noted that Mr. Myers, one of the applicants, had the option of staying or leaving, but in order to keep the process objective, neither he nor City Staff would have any input in the process.

Dr. Freijo handed out a chart with the 13 candidates listed and a copy of each of their resumes. He referred to the relevant information about their background as it applied to the position. Virtually all applicants had advanced degrees and City Manager experience. An information sheet on each candidate indicating their education and experience was also given to each Commissioner. The Commission would need to identify the top eight (8) or so candidates of greatest interest. He would then do an intensive background check on those individuals. It was not uncommon for an individual to begin their career as a City Manager of a smaller location, move as an Assistant to a larger location and then on to a City Manager position in a larger jurisdiction. It was not uncommon for a professional relocating to seek a 10% -15% salary increase. It was not an unusual career pattern to be in the public sector a number of years, move to private sector and then move back again to the public sector.

Dr. Freijo gave the following summary on each candidate:

PAUL BERG

- Assistant City Manager for the City of Champaign, Illinois since 1987. Due to personal family issues did not pursue advancement or change, but is now ready to move forward with his career. The City Manager was hired about the same time and is still on staff.
- City Manager in Mt. Vernon, Illinois prior to Champaign, Illinois.
- Serious professional gentlemen with calm demeanor.
- As Assistant City Manager in Champaign, acts as Chief Administrative Officer, basically running the City and freeing the City Manager to do community work and work closely with the City Council, etc.
- Looking for new challenge.
- Has family in Florida.
- Mr. Berg felt his greatest professional strength is his leadership ability.

ANDREW BRANNEN

- Currently in Princeton, Illinois - population about 8,000.
- Prior to Princeton was City Administrator in David City, Nebraska.
- Seemed relatively young, smart and a go-getter; solid individual.
- In current position about 4½ years and looking to move to larger city.

- He likes working in economic development and is glad to see Eustis has emphasis in that area. He likes the fact that Eustis is not in a metropolitan area, but close to one.
- Mr. Brannen felt his greatest professional strength is the ability to get things done.
- Bachelors Degree in Development from Notre Dame, Masters in Public Administration from Ohio State and MBA from University of Illinois.

GEORGE CLEMENTS

- Retired Lieutenant Colonel United States Army 2001.
- Deputy City Manager for Lebanon, Ohio upon retirement and almost immediately after being hired as Deputy City Manager was made City Manager.
- Calm demeanor, highly articulate, person of substantial substance.
- Indicated there were many parallels between Lebanon, Ohio and Eustis.
- Mr. Clements felt his greatest professional strength is his adaptability.

MARCUS COLLINS

- Currently City Manager in Crescent City, Florida.
- Previously at Mount Dora and Leesburg, but not as City Manager.
- Lives in Mount Dora and lifelong resident of this area.
- Familiar with local issues and growth issues.
- Bachelors Degree and Masters Degree in Environmental Management, Masters Degree in Occupational Health & Safety.
- Much of career spent in Utilities Area.
- Mr. Collins felt his strongest attribute is being a people person.
- Not opposed to moving into Eustis.

CHARLES DOBBINS

- Recently associated with Colin Baenziger & Associates.
- Prior to Colin Baenziger & Associates, he was the Town Manager in South Palm Beach, Florida.
- City Manager of Hinsdale, Illinois prior to Town Manager.
- Indicated there were many parallels between Hinsdale and Eustis in terms of infill and Central Business District.
- Had visited Eustis and was impressed with town.
- Mr. Dobbins felt his greatest strength is bringing people together to achieve common goals---he gets things done.
- Dr. Freijo was very impressed with Mr. Dobbins.
- Comes across as being very mature, good thinking, articulate, friendly, and personable.

JAMES GLEASON

- Currently City Manager of Woodstock, Georgia.
- City Manager of Ocoee, Florida prior to Woodstock, Georgia.
- City Commissioner in Ocoee, Florida prior to City Manager.
- Left Ocoee because some Commissioners had difficulty accepting him in the City Manager role.
- Would like to come back to Florida---has family in area.
- Very familiar with Eustis.
- Mr. Gleason felt his greatest strength is his communication skills.
- Is a finalist for City Manager in Deerfield Beach, Florida.

STEPHEN GUNTY

- Currently City Manager of Ellsworth, Maine.
- Had been City Administrator for Sparta, Wisconsin for eight (8) years.
- Left Sparta due to changes in form of local government.
- Now would be a good time to relocate before his children enter high school.
- Does not have unanimous support of Commission in Ellsworth. They prefer top-down form of management and he prefers to delegate and trust employees.
- Mr. Guntly felt his strongest leadership skill is his people skills.

JAMES KRISCHKE

- Currently the Village Administrator for Hawthorne Woods, Illinois.
- Village President for Lake Zurich, Illinois prior to Hawthorne.
- Very personable.
- Indicated he liked Florida and the growth in Eustis.
- Indicated many parallels between Hawthorne Wood, Lake Zurich and Eustis.
- Mr. Krischke felt his greatest professional strength is public relations with the community and his ability to build support within the community.

MICHAEL MAHANEY

- Last position was County Administrator for Nassau County, Florida but is not there now.
- Previously City Manager for Kannapolis, North Carolina and St. Marys, Georgia.
- St. Mary's, Georgia was selected as the #1 small city in the country while he was there.
- Was friendly and seemed very confident and sounded like an individual of great substance.
- Talked a lot about what was happening in Eustis and indicated he thought his skill set would fit well.
- Finalist in Deerfield Beach and in Lake Worth.

- Not seeking the big job, but a quality of life and after completion of research thought Eustis was the right place for him and his family.
- Mr. Mahaney felt his greatest professional strength is his personality. He has the ability to work well with a number of different kinds of people.
- Has degree in Civil Engineering and MBA from James Madison University.

JIM MYERS

- For internal candidates, Dr. Freijo stated he was uncomfortable telling the Commission about the person because he felt the Commission knew the individual better than he, but he would answer any questions the Commission might have.

Mr. Myers stated that he felt his greatest asset is that he is a highly motivated individual.

JOHN SCHNEIGER

- Most recently Community Development Director for Palm Coast, Florida.
- City Manager for Montrose, Colorado prior to Palm Coast.
- City Manager for Fruita, Colorado prior to Montrose.
- Quite a bit of experience in state of Colorado.
- Has Bachelors Degree in Political Science, Masters Degree in Urban & Regional Planning and MBA.
- Left Palm Coast because of some sort of pre-annexation agreement with developer. He was asked to approve it in short order but did not feel like things were proper from planning perspective and was subsequently fired. Dr. Freijo did not have details and had not verified the account. If selected as finalist, he would do a background on the incident. Dr. Freijo commented that the Community Development Director in a fast growing area is usually a highly political situation and often times the Development Director is caught between immovable forces.
- Impressed with some of the tenures in Colorado.
- Saw parallels between Eustis and Montrose.
- Liked Eustis being close to a metro area.
- Intrigued by the community.
- Mr. Schneiger felt his greatest professional strength is that he is a goal setter, worked well with people, gets the job done.

MARSHA SEGAL-GEORGE

- Currently with City of Orlando, Florida. Had been one (1) of five (5) candidates interviewed for Chief Administrative Officer for Orlando, but not hired for that position. She was, however, hired in an economic development position and a few months later made Deputy Chief Administrative Officer.
- Holds degree in History & Political Science and has a medical degree.
- Served in Adams County, Colorado and left as Deputy County Administrator.
- Came to Lee County, Florida as Assistant County Manager and later became County Manager.
- Town Manager in Ft. Myers Beach, Florida for 12 years.
- Certain honesty and way of looking at things that is unique to her.
- Person of great talent and ability.
- Would come with controversy, but had not found anything in her background that would lower his opinion of her and her ability as a manager. She and her husband had visited Eustis and she liked the forward thinking and level of activity.
- Felt work was being done to make Eustis a quality community.
- Orlando organization and environment no longer suited her.

MICHAEL STAMPFLER

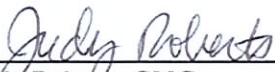
- City Manager in Casselberry, Florida for short time.
- City Manager in Portage, Michigan for 20 years.
- Articulate individual, very smart.
- Indicated he liked the area and thought it had a lot of potential.
- Engaging in a one-on-one situation; in social setting, not 'the life of the party'.
- Mr. Stampfler felt his greatest professional strength is his ability to visualize, plan and get things done.

Concerns were expressed over having to select the semi-finalists in a short period of time. Time was given for the Commissioners to review resumes, discuss the different candidates and choose their top eight (8) candidates.

Dr. Freijo took a tally which indicated that only George Clements and Steve Gunty had been eliminated. He indicated that he could work with 11 candidates because without exception he will lose candidates between now and when the interviews were scheduled. The next step will be extended phone interviews with each candidate. He will ask them to respond to several questions about their background, things they have accomplished in other places, issues they had encountered, etc. At this point in the process he will become aware if the candidate changed his/her mind about wanting to be a candidate or if they had received a job offer and were going to take it. Extensive reference checks will be done on each candidate to include those who reported to the candidate as well as individuals to whom the candidate reported. Detailed questions will be asked about how the candidate operated in other environments. Criminal checks, traffic checks, degree verification, employment verification, credit checks and internet newspaper checks will be completed. The next Special Meeting with the City Commission would be April 19, 2007 at 6:00 p.m. An interview guide with detailed information on all the background work done on the four (4) to six (6) finalists will be provided. The finalists will be the ones the Commissioners will interview on April 30, 2007 and May 1, 2007. The finalists will be in Eustis the morning of April 30 for a Continental Breakfast/Orientation and meet with Commissioners in a non-structured setting.

Sequential interviews with the Commission as a whole will begin at 9:00 a.m. followed by interviews with department heads and individual interviews with each finalist. Lunch will be brought in and candidates and Commissioners will eat together and have an opportunity to visit informally giving the Commissioners another opportunity to view candidates from a different angle. A Meet-the-Candidate social will take place that evening from 6:30 p.m. to 8:00 p.m. On Tuesday, May 1, beginning at 8:00 a.m., each candidate will sequentially meet with each Commissioner, one-on-one in private, followed by lunch. A Special Meeting will be held at 1:00 p.m. to deliberate and make a final selection. Candidates will wait in a side room and when the selection has been made, he will make the announcement, that person will come in and greet the Commission and negotiations will begin immediately. He will be in town on Sunday night, April 29, and will stay at the same hotel with the candidates. He will meet individually with each finalist, share the schedule and answer any questions they may have. He will remain through the entire interview process, not to interfere in any way, but to facilitate the process. He will also work with staff to ensure all of the logistics have been handled.

ADJOURNMENT: 6:54 p.m.



Judy Roberts, CMC
City Clerk



James T. Rotella
Mayor/Commissioner