

CITY OF MELBOURNE, FLORIDA
MINUTES – SPECIAL MEETING BEFORE CITY COUNCIL
DECEMBER 5, 2002

A special meeting of the City Council was held in the City Hall Council Chamber, 900 E. Strawbridge Avenue, and was called to order at 5:12 p.m. by Mayor John A. Buckley.

1. Pledge of Allegiance.
2. Roll call.

Present:	John A. Buckley	Mayor
	Richard Contreras	Council Member, District 1 (arrived at 5:48 p.m.)
	Ed Palmer	Council Member, District 2
	Pat Poole	Council Member, District 3
	Grace Walker	Council Member, District 4
	Cheryl Palmer	Council Member, District 5
	Loretta Isenberg-Hand	Council Member, District 6
	Henry J. Hill	City Manager
	Paul R. Gougelman, III	City Attorney
	Cathleen A. Wysor	City Clerk
	Amy W. Elliott	Assistant City Manager

3. PRESENTATION TO COUNCIL: Tom Freijo, The Mercer Group, will present Council with the list of candidate finalists for the position of City Manager and instructions for December 9 and 10 interview process.

Tom Freijo, Senior Vice President, The Mercer Group, Inc., reviewed the process he followed during the search for a new City Manager. He noted that he advertised the position and actively recruited. There were 80 applicants for the position. He screened in order to eliminate those who did not meet the basic requirements. After the field was narrowed, he contacted applicants to obtain more information. The process resulted in the following five finalists:

Christopher W. Chinault
Amy W. Elliott
James R. O'Connor
Mark K. Ryan
Jack M. Schluckebier

Mr. Freijo distributed the "Interview Guide for the position of City Manager" to each Council Member. He reviewed the sections, which include the introduction, interviewing and selection tips, interview strategy, interview guide, qualifications appraisal sheet, schedule, information on each candidate, sample questions, and legal/illegal questions.

Mr. Freijo stressed that each Council Member must keep an open mind until all five candidates have been interviewed. He noted that this will be a two-way process; the candidates will also be interviewing the City Council.

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Mr. Freijo stated that once a decision has been made, it is absolutely important – essential – that Council deliberate, make a decision, and an offer. He commented that when the negotiations drag on, good people tend to lose interest and drop off.

Mr. Freijo explained that he has worked with Attorney Gougelman on a draft agreement. He recommended Council review the agreement and be ready to fill in the blanks. At the latest, Council should expect to have a signed contract by Thursday (December 12).

During the interview process, Mr. Freijo said he will be available to coordinate and troubleshoot; however, he will play no part in Council's selection. He added that he will offer his opinion if asked and he will be available to negotiate the contract.

Mr. Freijo recommended Council, during the special meeting on December 9, ask each candidate to describe himself and then proceed with round robin questions from Council. The candidate should then be allowed to summarize. At this point, City Council discussed the schedule for December 9 and 10 and selected Schedule B.

Mr. Freijo reviewed the letter dated December 4 from Paul Gougelman describing interview questions, which should be avoided. A brief discussion followed.

Mr. Contreras arrived at 5:48 p.m.

Mr. Freijo confirmed for Council that he conducted a criminal background check on each candidate. None of the candidates has a criminal record.

Discussion continued regarding the process that will be followed. On December 10 a special meeting will be conducted at 5:00 p.m. Each Council Member was encouraged to select his/her top two candidates.

Attorney Gougelman distributed the draft contract to Council. He noted that it is a combination of his and Mr. Hill's contracts and the ICMA model. Council will need to discuss relocation expense, severance, time for notice, etc.

Mr. Palmer asked what the start date would be. Mr. Gougelman said that would have to be worked out with the candidate; it would be based on his/her current notice requirements.

A brief discussion followed regarding the 90-day notice in Mr. Hill's contract. Mr. Gougelman said that may be on the high side; however, Council will have to determine what it believes to be a reasonable amount of time. Attorney Gougelman recommended Council attend the December 10 meeting with a marked copy of the draft contract.

Mr. Palmer asked if a sample fringe benefits package is available for review. Mr. Hill said the survey previously distributed to Council listed the various fringe benefits in comparably sized cities and cities smaller than Melbourne. He noted that he would re-distribute that information.

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Mr. Freijo pointed out that the information distributed lists each candidates' current fringe benefits. He added that what Council decides will vary based on what their current benefits are. Additionally, he noted that is an area of negotiation; some candidates have strong expectations about one item.

4. ADJOURNMENT

Moved by C. Palmer/E. Palmer to adjourn. Motion carried unanimously.

The meeting adjourned at 6:17 p.m.

City Clerk – 12/10/2002

Approved by Council: 12/17/2002