

MEMORANDUM

TO: Honorable Mayor Strickland and City Council Members

FROM: Eugene Miller, Interim City Manager

DATE: March 2, 2010

SUBJECT: City Manager Search & Selection Process

Introduction: This discussion item is for Council to choose their top three candidates (without ranking) for City Manager. The discussion was to take place at a special meeting to be held on March 1, 2010. That meeting was subsequently cancelled and the discussion rescheduled for the March 9th regular council meeting.

Background: Pursuant to Council's direction, the executive search firm of Colin Baenziger and Associates was retained to conduct a search for candidates for the position of City Manager for the City of Orange City. The search produced a response of over 150 applicants. Mr. Baenziger conducted background checks on the candidates and made a recommendation of twelve for further consideration by Council. On February 9, 2010, Council narrowed the list to six candidates to be invited for interviews. Those six were: Jamie Croteau, John Drago, Cynthia Hall, Ron McLemore, Tony Otte, and Rex Taylor.

A very well-attended public reception was held for the six candidates on Friday, February 19th. This was followed by individual interviews with each Council Member on Saturday, February 20th. During the afternoon of the 20th the candidates each came before the Council again for public interviews.


Discussion: At the conclusion of the interview session on February 20th, it was the consensus of Council that each would bring the names of their top three candidates for further consideration at the Special Meeting called for March 1st. Since that meeting was cancelled, this item is being placed on this agenda for March 9th.

This is Council's opportunity to discuss their top choices. Colin Baenziger will be present at the meeting and he will facilitate a ballot vote similar to the process used when narrowing the candidates to six. It is expected that the top candidates will rise to the surface during this voting process and Council can proceed from there.

Budget Impact: The budget impact will be determined at the conclusion of salary negotiations with the candidate selected to receive an offer of employment from the City. The salary range advertised was \$80,000 to \$120,000. In addition, benefit costs must be added to the negotiated salary.

Recommendations: Keep the selection process moving.

Interim City Manager's Comments: See attached.


Prepared By: Debbie Renner, City Clerk and Eugene Miller, Interim City Manager

Interim City Manager Comments:

Mayor Strickland called me Wednesday morning, February 10, 2010. I was not available, but returned his call early that afternoon. He briefed me regarding Orange City's need for an Interim City Manager "for a period of 60 to 90 days". I replied that I had no commitments and was available. Later in the afternoon, Vice Mayor Laputka called and asked me about my expected salary. I responded by telling him I had been paid \$10,000 per month with no benefits provided in my interim positions in Seminole County cities. I think I also threw out a "suggested \$400 per month car allowance." I told him I could start Friday, February 12, 2010. Except for general introductory remarks, no further questions or comments were included in our conversation.

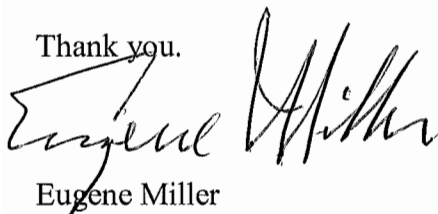
Early Friday morning, I met with Mayor Strickland, Debbie Renner, City Clerk and Bill Reischmann, City Attorney (via telephone conference call). At that time we negotiated a basic employment agreement to protect the potential liabilities of the City and myself, within the very narrow parameters of the Resolution approved the night before. During this discussion I learned that a new City Manager might be ready to start very soon following your then scheduled selection date of March 1.

The above gave me some concern in that my possible short tenure may not allow sufficient time to smooth out some current issues before the new City Manager assumes her/his duties. Since such expectations were given or implied in my previous interim positions, I expressed reluctance to be Interim City Manager for a very short time. However, I agreed to accept the position within the parameters you approved during your special meeting on February 10, 2010.

The above discussion is to provide background for my response to some of your questions regarding "how long you expect it will take to make the road smoother for the new City Manager?" First, and overriding all details, you control when your selected City Manager begins her/his responsibilities. Three (3) to six (6) weeks probably doesn't make much difference with them. Two (2) of the six (6) finalists have stated they need about six (6) weeks before reporting for duty. Others have stated they could start as soon as an employment agreement is concluded.

My preference is to continue as your Interim City Manager through April 11. This would equate to two (2) full months tenure. Beyond this date, I'm available on a week to week basis. The reason for my April 11 date is that I would like time to work with the Interim Police Chief in "smoothing out" some issues within the Police Department. Also, I have identified a few professionally obvious, but perhaps sensitive matters that need to be addressed. Prior to April 11, I am confident I could either fully resolve these items or move them forward and past the possible "blame the new City manager" stage.

Thank you.

A handwritten signature in black ink, appearing to read "Eugene Miller". The signature is written in a cursive, flowing style.

Eugene Miller