

**AGENDA MINUTES
CITY COUNCIL
SPECIAL MEETING
CITY OF ARCADIA
MONDAY, APRIL 7, 2014
5:00 P.M.**

CALL TO ORDER & ROLL CALL

The Mayor called the meeting to order at approximately 5:00 p.m. with the following members and staff present:

Arcadia City Council

Mayor Alice Frierson
Councilmember Robert R. Allen
Councilmember Keith Keene

Deputy Mayor Joseph E. Fink
Councilmember Robert W. Heine

Arcadia City Staff

City Attorney Thomas J. Wohl
City Clerk Penny Delaney
City Marshall Matthew A. Anderson

DISCUSSION ITEMS

1. Seek Agreement on Listing and Order of Candidates

The City Attorney suggested alphabetical and all council members agreed.

2. Identify Areas Where Follow-Up or Open Ended Questions May Be Appropriate

Councilmember Keene stated that he had taken the condensed list of questions and grouped the questions by theme. He passed the list out to all council members. He stated they could condense the list down, but he felt they should be able to ask open-ended questions and have follow-up questions. He suggested to start with introductory questions that allow you to get to know the candidate and then follow up with the general questions that identify technical skills. He stated that they had put a lot of confidence in the selection committee to narrow it down to five (5) candidates and it's not their intention to trip any candidate up. He believed the council wanted each candidate to give it their best shot. He stated that Council deserve it to themselves and to the citizens to find the best candidate to provide the leadership necessary to get the City of Arcadia headed in the right direction. Deputy Mayor Fink stated that sometimes the less you structure, the better it is. He further stated that these things evolve naturally. The City Attorney suggested the questions be looked at as more of an outline. He stated that the responses to these questions will probably lead to additional questions.

There was a discussion regarding sitting at a table during the interview. The issue of microphones came up and the problem with it not being picked up for recording purposes. The City Attorney suggested the candidate stand at the podium and the Council agreed to same. There was more discussion regarding condensing the list. The City Attorney thought the outline was great as it is. Councilmember Heine stated the committee did a great job and Councilmember Keene did a great job grouping the list of questions and he thought it was great to be able to come together and work together.

Councilmember Allen stated he felt they should ask each candidate the list of questions and if council has additional questions, they may do so afterward. The City Attorney stated that he felt it was best to stay on the line of questioning at the time. Otherwise Council may have to go back full circle during the interview. Councilmember Keene stated that as long as they go by theme, if there's a follow up question to be asked, it can be done. Mayor Frierson agreed that they should stay on topic when asking questions. Councilmember Heine thought the Mayor should ask the questions. Mayor Frierson stated that the City Clerk has also read the questions in the past.

3. Confirm If Questions will be Provided in Advance to Candidates

Deputy Mayor Fink stated that he wanted everyone to have the questions and didn't want anyone to be surprised. Councilmember Keene agreed and Councilmember Heine stated that there is nothing to hide. The City Attorney suggested they rephrase one question that mentioned family. He stated they may want to leave "family" out due to discriminatory laws. He suggested they ask what the candidate thinks instead of what the family thinks.

The City Clerk asked for clarification regarding providing the questions to the candidates in advance. Mayor Frierson suggested that once the interviews are scheduled, the City Clerk can then e-mail them all out at one time. Councilmember Keene suggested a follow up telephone call to ensure the candidates received the questions.

4. Direction to City Clerk to Determine Availability for Each Candidate

Mayor Frierson asked if anyone had cancelled out and the City Clerk advised that she had not been notified of anyone cancelling out. Mayor Frierson stated she didn't see any reason why the City Clerk couldn't begin immediately scheduling the interviews. It was decided that Council would try to go with the candidates' schedules if possible. It was further decided that two (2) interviews would be performed each day with 5:00 p.m. being the first interview and 7:00 p.m. being the second interview. Councilmember Keene pointed out to consider one candidate is in California so that would need to be taken into consideration. It was decided that if he can't come down to Florida personally, he will be scheduled at the 7:00 p.m. timeslot. Discussion lead to having one candidate sit outside while the other interview is taking place and the City Attorney stated that it is a public meeting, so if one wants to come in, they can't be refused.

5. Direction to City Clerk to Determine Format (Telephone or Skype)

The City Attorney pointed out that the candidate may be able to be placed on the screen, but the problem is that the Council will only have one camera. He further stated that it is similar to a phone interview and Councilmember Keene stated that it's more important that Council sees them rather than them seeing Council.

Deputy Mayor Fink stated that the City Clerk should ask each candidate if they have the capabilities to access Skype and also for the City Clerk to get with Anthony regarding the City's capabilities. He then asked Steve Bauer to approach the podium to discuss Skype vs. Facetime. He stated that he had dealt with Skype enough to know it can freeze up in the middle of a conversation and if a candidate has an apple id, the use of an iphone or ipad, is smoother and faster.

Councilmember Keene stated that he really wanted himself and Council to commit themselves to have an opportunity to digest what the candidates say. He asked Council what they thought of doing a follow up conversation if there was something more that would make Council feel better about a particular candidate. Deputy Mayor Fink suggested, lacking a consensus, if there are two Council members who wish for an extra conversation, rather than the regular three (3) person consensus, that they go back for an extra interview. He further stated that Council needed to do the right thing and do what is needed to be done.

The City Attorney stated that if there is a scoring system that they each use or notes that are taken, those items will need to be turned into the City Clerk as public record. Any work product that is used to make their decision has to be turned over to the City Clerk as public record once the decision is made.

Deputy Mayor Fink stated that if anything, all of this that has been done and what Council has gone through, it has brought the Council closer together. He stated that he felt good about this process and that they were going to do some good business for the City of Arcadia.

Councilmember Allen asked if there would be a different day set aside for the selection to vote. The City Attorney stated that Council would likely vote at a Council meeting. It was agreed that the interviews, and any possible follow-ups, would take place during the weeks of April 21st and April 28th with tentatively setting up selection on May 6th.

Councilmember Keene asked how they want the City Clerk to communicate with them. He asked if they wanted to have her wait until she has everyone lined up or ask her to use her professional judgment if she's running into issues with getting folks lined up. Mayor Frierson stated that she could use her professional judgment. The City Clerk asked if it worked out that they all were scheduled during the same week, would it be okay with Council to do all the interviews in one week. Council agreed.

The City Attorney asked if Council wanted him to attend the interviews. Deputy Mayor Fink stated that he didn't think it was necessary. Mayor Frierson and Councilmember Keene

agreed with Deputy Mayor Fink and acknowledged they were aware of the City Attorney's caution on referenced items.

ADJOURN

Having no further business at this time, the meeting was adjourned at 5:42 P.M.

ADOPTED THIS 15th DAY OF April, 2014

By:

Alice Frierson
Alice Frierson, Mayor

ATTEST:

Penny Delaney
Penny Delaney, City Clerk