

TERRILL L. HILL
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

RUFUS J. BOROM
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

JAMES A. GRIFFITH
INTERIM CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

MINUTES
CITY OF PALATKA CALLED MEETING
CITY MANAGER SEMIFINALIST INTERVIEWS
May 18, 2015 – 8:45 a.m.

Proceedings of a called meeting of the City Commission of the City of Palatka, Florida, held on the 18th day of May, 2015.

PRESENT:

Mayor	Terrill L. Hill
Commissioner	Mary Lawson Brown
Commissioner	Rufus Borom
Commissioner	Justin Campbell
Commissioner	James Norwood, Jr.

Also Present: Interim City Manager Allen R. Bush; City Attorney Donald E. Holmes; City Clerk Betsy Jordan Driggers; Finance Director Matt Reynolds; Interim Police Chief James Griffith; Fire Chief Mike Lambert

Also Present: Members of the City Manager Interview Committee Allen R. Bush, Edward E. Hedstrom, Karl N. Flagg, Allegra Kitchens, Rick Leary, Will Jones

CALL TO ORDER: Mayor Hill called the meeting to order at 9:00 a.m. and read the following meeting call, which was issued on May 12, 2015:

**TO COMMISSIONERS: MARY LAWSON BROWN, RUFUS BOROM,
JUSTIN CAMPBELL AND JAMES NORWOOD, Jr.:**

You are hereby notified that a special called meeting of the City Commission is called to be held at the regular meeting place of the City Commission at City Hall, 201 N. 2nd Street, in the City of Palatka to begin at 8:45 a.m. Monday, May 18, 2015, and lasting throughout the day.

The purpose of the meeting is to participate in the interview process with the semifinalist candidates for the position of City Manager.

/s/ Terrill L. Hill
Terrill L. Hill, MAYOR

The following commissioners acknowledged receipt of a copy of the foregoing notice of a special called meeting on the 12th day of May, 2015.

/s/ Mary Lawson Brown
COMMISSIONER

/s/ Justin Campbell
COMMISSIONER

/s/ James Norwood, Jr.
COMMISSIONER

/s/ Rufus Borom
COMMISSIONER

INVOCATION – Commissioner Karl N. Flagg; **PLEDGE OF ALLEGIANCE** – Will Jones

1. **OPENING REMARKS & INTRODUCTIONS** – Mayor Hill provided opening remarks. Mr. Bush provided instructions to the Committee.
2. **CITY MANAGER SEMIFINALIST INTERVIEWS** – The following candidates were scheduled for interviews:

9:00 a.m.	James Drumm
10:00 a.m.	Lyndon L. Bonner
11:00 a.m.	Patrick J. Kennedy

Recessed for lunch: 11:55 a.m.
Reconvened following lunch: 1:00 p.m.

1:00 p.m.	Donald E. Holmes
2:00 p.m.	William E. Whitson

At 2:10 p.m. Mr. Whitson advised by telephone that he would not be interviewing as he had been offered a job in Georgia.

Recessed due to candidate drop-out: 2:10
Reconvened to recommence interviews: 2:42 p.m.

2:45 p.m.	Don Hart
3:30 p.m.	Terry Suggs

The following questions were asked of each candidate:

1. Please take a few minutes to tell us about yourself (3 minutes)
2. Why are you leaving your current position, and what attracts you to this position?
3. What do you feel are your greatest strengths? Weaknesses?
4. How would you describe your management style? Give some examples of how this relates to your dealings with the public, the staff, the Commission and civic groups.
5. Describe "leadership" and "motivation". How would you handle a situation where an employee exhibited a "bad" attitude, and/or was disrespectful of the public, or of the Commission?
6. Describe your first steps upon assuming responsibility for this position. What do you hope to accomplish in the first year?
7. How should the City Manager relate to the Palatka community as a whole, as well as to individual residents and groups?
8. Describe your experiences with economic development and growth management. What role did TIF funding, promotions and grants play in this process?
9. Describe your experience in formulating and implementing a budget or capital project.
10. Are you familiar with funding sources for municipal government other than General Fund? Describe some examples of acquiring additional funding sources for economic development and infrastructure projects.
11. Palatka is a low income area with a high concentration of public HUD & Section 8 Housing and has a low residential tax base. Given these challenging economic conditions, how do you propose to attract business to move into the City Limits?
12. Palatka has a Community Redevelopment Agency, two historic districts and many buildings listed on the National Register of Historic Places. Are you familiar with historic preservation

- strategies, Community Redevelopment Agency/Area (CRA) concepts and use of Tax Increment Financing (TIF) Funds for economic development, restoration and infill?
13. What experience have you had working on an intergovernmental or interagency basis? Describe your experience working with the State and Federal government, County government, councils of government, and other units of local government.
 14. The City Manager is always on call. In addition to regular City Hall office hours, the City Manager is required to work some evenings and weekends for meetings, events and emergencies. Are you able, and prepared, to work a variety of hours, and put in the time necessary to fulfill the duties of this position?
 15. What other question did you expect, or hope, that we would ask, and what is your response?
 16. (Closing) Do you have any questions of us?

The following supplemental questions were asked of Mr. Drumm:

1. Kitchens - Do you provide an open door policy or do you require citizens to make an appointment?
2. Bush - Did you have a regional utility or city utility in Zephyrhills?
3. Jones – Of the CRAs you have worked with, were they made up of the Council/Commission or was the membership other than council/commission?
4. Flagg – would there be anything about your past that might need some clarification, or news headlines we should be aware of?
5. Kitchens – according to Laker News he had communication issues according to evaluations, and please expound on that?
6. Kitchens – would you be willing to move to Palatka?
7. Self-Directed: Greatest accomplishment and project most proud of.

The following supplemental questions were asked of Mr. Bonner:

1. Jones – What is your initial assessment of the City of Palatka?
2. Kitchens – Do you have an open door policy?
3. Bush – Have you made it a point to go out and meet with various civic clubs and organizations to inform them of the City's initiatives?
4. Bush – in order to offset exemptions to property tax as set by the State, have you gone with a fee to try to spread cost of services out to a greater group?
5. Jones – Do you have anything to disclose that might put you in a bad light?

The following supplemental questions were asked of Mr. Kennedy:

1. Jones – What is the makeup of Crescent City's CRA board?
2. Bush – If you are selected, would you move to Palatka?

The following supplemental questions were asked of Mr. Holmes:

1. Bush - How long would you anticipate staying in the position?
2. Jones – Knowing the climate of Palatka, what is his assessment of the City at this time?
3. Bush – Do you think service fees are a viable way to lower the millage rate and is it your opinion that this is a good concept for Palatka?
4. Jones – Does he believe the Commission should serve as the CRA or should it be an appointed board?
5. Kitchens – Would you have an open door policy for citizens?
6. Self-Directed – What is the biggest problem in Palatka?
7. Bush – How are you going to continue to operate your business and treat this as a full-time job?
8. Flagg – If you are the next city manager, as he is an attorney, the Mayor is an attorney, and they have to then hire a City Attorney, does he anticipate any “fireworks” on that basis?
9. Jones – If you take on the role of City Manager, do you foresee any conflicts with any relationships in the community that you have formed or those represented professionally?

The following supplemental questions were asked of Mr. Hart:

1. Bush - If hired, would you be willing to relocate to Palatka?
2. What programs or resources would you develop to bring economic development to the area?
3. Self-directed: He has a civil engineering background and believes that to be an asset.
4. Mr. Hart asked 1) as to the financial situation of the City, 2) if there is a grant writer for the PD, 3) if there is a joint participation agreement between the City and County for housing male or female inmates, 4) If there is a start-up or demobilizing time at the end of the day for public works.

The following supplemental questions were asked of Mr. Suggs:

1. Kitchens – Do you have an open-door policy for citizens?
2. Jones – What type of jobs and businesses are currently coming into Keystone?
3. **SELECTION OF FINALISTS for City Commission Interview – Search Committee –** A ballot was distributed and committee members were directed to place a check mark beside their three choices for finalist interviews. The Clerk collected the ballots (filed) and totaled the check marks. The totals are as follows:
 - James Drumm – 5
 - Donald Holmes – 5
 - Patrick Kennedy – 3
 - Terry Suggs – 3
 - Lyndon Bonner – 2
 - Don Hart – 0

As there was a tie between Mr. Kennedy and Mr. Suggs, by consensus the Committee recommended the top four candidates be interviewed. By consensus, the Commission added Mr. Bonner to the list to make five candidates for finalist interviews.

The Committee was discharged, having met its obligations.

4. **PUBLIC COMMENTS** – There were none.
5. **STAFF/COMMISSION DISCUSSION** - The Commission held discussion regarding the finalist candidate interviews. There was consensus to call a special meeting on May 26 and hold interviews beginning at 1:00 p.m. with a "meet & greet the candidates" reception from 12:00 noon to 1:00 p.m. at City Hall Chambers. Mayor Hill said it is mandatory that all department heads attend the reception to meet the candidates.
6. **ADJOURN** - There being no further business to conduct, the meeting was adjourned at 4:30 p.m. upon a motion by Commissioner Campbell.

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 266.105