



**CITY OF BELLE ISLE, FL**  
**CITY COUNCIL SPECIAL CALLED SESSION**

Monday, March 27, 2023, \* 6:00 pm  
**MINUTES**

Present was:

Nicholas Fouraker, Mayor  
District 2 Commissioner – Anthony Carugno  
District 3 Commissioner – Karl Shuck  
District 4 Commissioner – Randy Holihan  
District 5 Commissioner – Beth Lowell

Absent was:

District 1 Commissioner – Ed Gold  
District 6 Commissioner – Stan Smith  
District 7 Commissioner – Jim Partin

**1. Call to Order and Confirmation of Quorum**

Mayor Fouraker called the meeting to order at 6:00 pm, and the City Clerk confirmed quorum. Also present were Interim City Manager Grimm and City Clerk Yolanda Quiceno.

**2. Introduction of Colin Baenziger & Associates**

Colin Baenziger, Owner of Colin Baenziger & Associates, 2055 South Atlantic Avenue, Daytona Beach, FL, summarized his Executive Recruiting Company and the City Manager search process. He added that the Senior PVP of Operation Lynnelle Klein would also be working on the project moving forward.

Mr. Baenziger said an agreement had been executed with a search fee of \$32,500. He spoke in detail of the typical process for candidate selections as follows,

1. Notice to Proceed is approved by the City Council.
  - a. Meet with Council members
  - b. Prepare Recruitment Profile
  - c. Recruit Candidates
  - d. Place Advertisements
2. Consult/Email to Database
  - a. Develop a list of top candidates
  - b. Conduct thorough background screenings (criminal, DMV, civil/federal/state, social media, credit history, verify education and employment)
  - c. Council selects finalists with the consultant
  - d. Council interview the Finalists
3. Council Select the Best Candidate
  - a. Negotiate the contract with the selected candidate
  - b. Council and candidate agree on terms
  - c. Notify all candidates of their status throughout the process

Mr. Baenziger stated that the process could take 4-5 months to contract with a new City Manager. He added that Colin Baenziger and Associates does provide a one-year guarantee and repeat the search, except for an act of God which will be exempt from the warranty.

Mayor Fouraker opened Q&A.

**Comm Lowell**

**1. Do you often get referrals from other City Managers?**

Colin: Yes, we often do. The Firm does manage about 2/3rds of the market. He said they currently have a list of 13,500 people who may forward the email blasts to others; initially blasts and another in two weeks. The link is also posted on the executive search brochure and the City's website.

2. Do you typically find if a candidate is currently employed, they may require a 30-45-day notice?  
Colin: Once a selection is made, he anticipates 1-2 weeks to negotiate the contract, a 30-day notice period, and another week or two to move. Typically, two months.

3. Who determines the salary range?

Colin: The Firm collects a survey of salary ranges from the surrounding cities and will make a recommendation to the City Council.

#### **Comm Shuck**

1. What is generally the timeline from start to finish of the process?

Colin: 4-5 months.

2. How long does the Firm give for potential candidates to respond?

Colin: There is an official application deadline – soft closing. However, if someone applies 1-2 weeks after the deadline and is a strong candidate, they will work to get them into the mix for review. Comm Lowell shared her concern that may be an issue because deadlines are important and should be followed regardless.

3. How many candidates will the Firm identify for Council consideration?

Colin: The Firm will identify 6-8 candidates for consideration. The search for a candidate is State and Countrywide.

4. Do most people who apply for the interim apply for the permanent?

Colin: He is unsure; it is not a situation that happens often. He would expect maybe two of the interim candidates to apply for the permanent position.

#### **Comm Carugno**

1. Comm Carugno asked if he knew any applicants who were interviewed for the interim position.

Colin: Yes, he is familiar with the candidates.

2. Comm Carugno asked if the City Council was to select one of the interviewed candidates for interim at this time; how does it affect the contract with Colin Baenziger & Associates?

Colin: Mr. Baenziger said it has no impact, but it may short-circuit the process, and the Firm will bill for what has been completed to date.

3. If the Council was to select from the interim group, would Colin Baenziger assist with the contract negotiations?

Colin: Yes.

4. Comm Carugno asked Council members if those interim candidates could run the City and become the permanent City Manager.

The Council consensus was to move forward with Colin Baenziger & Associates because it may open other opportunities with candidates that the City is unaware of. In addition, their background check is extensive and beneficial for the City. Comm Lowell said it was clear to the interim candidates that the interview was for interim only and Council needs to take the time to find the right candidate.

Comm Carugno asked if the candidates could be posted on the website to allow the residents to review the selected candidates. Mr. Baenziger said they would also coordinate an open house for the candidates to meet the residents of the City, or the City Clerk could provide the information to anyone interested.

**Mayor Fouraker****1. Does the Firm use LinkedIn?**

Colin: Yes, however, it is not the preferred vehicle. They usually use their internal email list, ICMA International City County Association.

**2. Would it be wise to schedule a timeline for Council interviews?**

Colin: Yes, it would be beneficial to move the process along. Council agreed to schedule the 30-45 minutes internal interviews by the end of next week. Once all interviews with Council are complete, he will notify staff with a draft brochure in approximately two weeks.

Council spoke briefly on salary and agreed they would rather have the best person for the job and compete with surrounding cities. Mr. Baenziger noted there are costs that most don't think about often, such as severance of 4-5 months if the candidate does not work out.

**12. Adjournment**

There being no further business, Mayor Fouraker called for a motion to adjourn.  
The motion passed unanimously at 7:00 pm.