



City of Deltona

2345 Providence Blvd.
Deltona, FL 32725

Minutes

City Manager Selection Committee

Thursday, January 18, 2024

6:00 PM

Deltona Commission Chambers

1. CALL TO ORDER:

The meeting was called to order at 6:00 p.m. by Chair D'Errico.

2. ROLL CALL

Present:12 - Chair Tara Derrico
Vice Chair Davison Heriot
Member Rachel. Amoroso
Member Kathy Bryan
Member Frank DeLisa
Member Jeff Fickes
Member Larry French
Member Terry Haines
Member Carolyn Hickerson
Member Edwin Lasanta
Member Chris C. Nabicht
Member Troy. Shimkus

Absent:2 - Member Courtney Hannon
Member Emma Sanitago

3. APPROVAL OF MINUTES:

A. Approval of the City Manager Selection Committee minutes for January 4, 2024.

Motion by Member French, seconded by Member Fickes, to approve the minutes of January 4, 2024. The motion carried by the following vote:

For:12 - Chair Derrico, Vice Chair Heriot, Member Amoroso, Member Bryan, Member DeLisa, Member Fickes, Member French, Member Haines, Member Hickerson, Member Lasanta, Member Nabicht and Member Shimkus

4. BUSINESS:

A. Discussion, review and approval of the Deltona City Manager Recruitment Brochure.

The Chair called for a recess at 6:02 p.m. and convened at 6:08 p.m.

Mr. Baenziger suggested going through the brochure section by section

The Committee discussed the Introduction, Pages 1 - 3 and provided the following recommendation:

- The document is too wordy, however, other members disagreed.

The Chair asked that Mr. Baenziger explain the purpose of the document. Mr. Baenziger stated the goal is to give the candidates all the information they need to make a preliminary decision as to whether or not they want to apply for the position. The document describes what it is like to live in Deltona. There may be sections that are not important but, the document is setup in sections so if a candidate is not interested in a certain section they can go past it. He is afraid if he does not give the candidates a lot of information the candidate will set the document aside and forget about it.

Member Shimkus asked how and where the document would be distributed and Mr. Baenziger replied it will be posted on his website, the front page will be emailed to 13,500 people that are interested in local government management. There will be a link at the bottom which will take them right to the entire brochure. The ad that will be placed with organizations like ICMA (International City Manager Association), Florida League of Cities and FCCMA (Florida City County Management Association) will be brief will also have a link to the brochure.

The Committee continued discussing the Introduction, Pages 1 - 3 and provided the following recommendations:

- Fix typos and structural problems;
- Make sure charts are on the same page;
- Needs pictures;
- Remove wording referencing the "Central Florida area" and concentrate on Volusia County;
- Add wording regarding home-based businesses;
- Add DSC's (Daytona State College) local campus;
- Add information about Halifax Health/UF Health-Medical Center of Deltona;
- Add information about the I-4 Corridor, SunRail, Brightline and I-95;
- Add information about the Space Coast and the space program;
- Add information on cultural venues;
- Add "Tree City" designation;
- Document is too long/lengthy;
- Sounds like a sales pitch;

- Add a summary section to precede the introduction;
- Remove language not applicable or related to the City;
- The document is clunky and sections are out of place;
- The language on Page 2, Paragraph 5, 1st sentence, is misleading and there is not a lot of planned communities;
- Remove on Page 2, last paragraph, 1st sentence;
- If there is something negative it should be preceded with a positive;
- Have the document proofed by several people;
- Add information on the Scrub Jays/designated preserve;
- Focus on the City first and then the surrounding areas;
- Focus on medical facilities within the City limits; and
- Organize the document by content/topic of what Deltona has and then the region.

The Chair called a recess at 6:41 p.m. and convened at 6:44 p.m.

The Committee discussed the History, Geography, Demographics, Climate and Commerce, Pages 3 - 5 and provided the following recommendation:

- Add the Brock House which was built in 1854;
- Add information on a Union raid by gun boats at the City limits;
- Add information on the Rosenwald School during the segregation period;
- Add information on the origin of the City's name;
- Add information on the DeLand ridge, hydrologics;
- Add information on the Deltona Plaza and the area around the Epic Theater;
- Remove language regarding hurricanes;
- Add information on medical and industrial fields;
- Add information on the Blue Springs Watershed, manatees, the CUP (Consumptive Use Permit) and reclaimed water;
- Add information on the expanding I-4 corridor;
- Add information on utility companies (both power and water) in the area;
- Add information on Volusia County Schools as an employer;
- Reduce the language under Geography or combine Climate and Geography;
- Focus on the hydrology of the area;
- Don't break charts across pages throughout the document;
- Add information on commerce opportunities, medical and tech industries;
- Add the percentage of available land for future growth;
- Add a section that specifically addresses education;
- Add information on seniors;
- Elaborate more on demographics;
- Remove the Methodist Children's Home, Page 5;
- The intent of the demography chart should be clearer i.e. Deltona employers;
- If the data provided is old then use a different source for the data or footnote the age of the data;
- Under Geography, 2nd paragraph, use the term "closed basin";

- Move the Climate section above Demographics;
- Use climate data and state the average high temperatures;
- Add the education section below Demographics and broken out by K12 and higher education opportunities within the area;
- Add a chart that lists out the schools, the number of students and the school ratings;
- Add that Pine Ridge High School has a Vocational Program;
- Change Climate to Weather;
- Remove specific temperatures and replace with “it’s a tropical climate”;
- Remove under Climate, Page 5, last paragraph, the last two sentences;
- To address the issue of hurricanes and emergency management but, add it to the job description; and
- Highlight under the Government the ratio of residential vs. commercial (80-20 split) with the tax revenue of residential (disparity) vs. commercial.

The Committee discussed The Government and The Challenges and Opportunities, Pages 6 - 9 and provided the following recommendation:

- Have The Government section first and then all the stats, in front of the Introduction;
- Add a budget summary;
- Include on Page 6 fire-based transport as a revenue stream, advanced live support with fire-based transport;
- Include the sewer treatment plants;
- On Page 8, 2nd paragraph, add “partnerships”;
- Add on Page 8, 2nd paragraph from bottom, the overall water quality;
- On Page 8, 2nd paragraph, mention Halifax;
- Add utility section or paragraph;
- Not necessary to list all City departments;
- Include the actual organizational chart, it looks like it was copied and pasted;
- Include the FTE’s (Full-Time Equivalent) in the organization chart;
- Note the challenge of navigating seven (7) personalities;
- Remove District #2 “Anita Bradford”, she has resigned and highlight the vacant position;
- Add the upcoming Commission turnover or their years of service and which terms are up for re-election; and
- Mention hiring issues and department head vacancies.

Member Nabicht suggested to include links for additional information, for example have a link to the organizational chart or current job postings to resolve wording issues and the Committee concurred.

The Committee continued discussing The Government and The Challenges and Opportunities, Pages 6 - 9 and provided the following recommendation:

- Highlight the opportunity for the new City Manager to hire his/her own team;

- Page 8, paragraph 3, sentence 6, include at the end of the sentence “including the flow of emergency management.”

The Committee discussed The Ideal Candidate, Pages 9 - 10 and provided the following recommendation:

- The ability to do branding;
- Page 10 & 11, find better language than “and stay a long time”;
- Under Compensation, Page 11, 2nd sentence, remove the wording “lower half of the range”;
- On Page 10, 2nd to last paragraph, state qualifications or highpoints that are listed throughout the brochure;
- To demonstrate the ability to do strategic planning, succession planning, and personal and organizational career development;
- Bilingual preferred;
- Physical ability to do the job;
- Ability to find and nurture expertise in others;
- Understands how to use data to make decisions; and
- Bullet points the list rather than in essay format.

Member Nabicht suggested on Page 11, Compensation, that the Committee enter into the minutes that the Committee does not think the City will get a substantial candidate for the salary range that was approved. The Committee can also suggest a modified salary range to the City Commission.

After discussion, the Committee concurred to discuss the salary range and propose a modified salary range to the City Commission.

The Committee discussed the top end of the range being between \$240,000 and \$250,000 and the low end being between \$160,000 and \$200,000. The Committee also discussed that there is a negotiation process, comparability with other cities, offering increases based on percentages, providing incentives or a bonus based on performance, the salary range vs. the pay range, paying for a quality candidate, enticing the candidates, City Commission meetings, investing in a City Manager similar to the City Attorney, having mile stone bonuses, need to pay for longevity, the salary range should be negotiable, being against raises after one year or based on a popularity contest, having objective metrics, and evaluations.

Motion by Member Nabicht, seconded by Member Heriot, to recommend to the City Commission to revisit the starting salary range from \$180,000 to \$250,000. The motion passed by the following vote:

For: 11 - Chair Derrico, Vice Chair Heriot, Member Amoroso, Member DeLisa, Member Fickes, Member French, Member Haines, Member Hickerson, Member Lasanta, Member Nabicht and Member Shimkus

Against: 1 - Member Bryan

The Committee continued discussing The Ideal Candidate, Pages 9 - 10 and provided the following recommendation:

- Experience in data driven decisions;
- Disaster experience;
- On Page 9, 2nd paragraph, 2nd sentence, wordsmith to be more attractive;
- Remove on Page 9, 2nd paragraph, the last two sentences; and
- Changing the negative language throughout the document into positive language.

The Vice Chair left the meeting at 8:20 p.m.

Mr. Baenziger explained the salary study that his firm conducted.

The Committee continued discussing The Ideal Candidate, Compensation, The Most Recent City Manager, Pages 9-11 and provided the following recommendation:

- Reword the 1st sentence, make a positive;
- The information is not correct, the last City Manager was Mr. Chisholm;
- Opening up the application process to private sector candidates; and
- Remove “under pressure” in The Most Recent City Manager section.

The Chair asked if there was a motion to approve the changes to the brochure. Member Nabicht suggested the Committee review the document again but, he will not, under any circumstances, approve the brochure without the language that the City is looking for someone with government experience and he gave several examples of why.

Mr. Baenziger stated when asked to look at private he does but, he has never seen one hired. It does not have to be local government, he has hired several military personnel like a Garrison Commander. We could say “Accomplished individuals from other sectors will be considered.” He suggested leaving the language as is. It says “the ideal candidates” so it does not preclude anyone from applying.

Mr. Baenziger suggested he will make the changes and email the committee members the revised brochure. If the members have any other changes they can email them to him. Member Nabicht suggest having another meeting as it is beneficial to hear the committee members feedback and to vote on the final brochure. Mr. Baenziger suggested meeting in two weeks which will also give the Commission time to reconsider the recommended salary by the committee.

Member Haines asked if the committee would be involved in the negotiation process and the City Clerk replied no, usually it is the candidate, the Mayor or a member of the City Commission and a representative of the recruiting firm. The City Clerk did suggest that any member could contact the City Commission individually to express any concerns or thoughts they may have but, to make sure they copy her on the emails.

After discussion, the Committee setup the next meeting tentatively for Thursday, February 1, 2024 at 6:00 p.m.

5. ADJOURNMENT:

There being no further business, the meeting adjourned at 8:39 p.m.

Tara D'Errico, CHAIR

ATTEST:

Joyce Raftery, CMC, MMC, CITY CLERK