

**City of Freeport**  
**SPECIAL COUNCIL MEETING**  
October 2, 2014, 2014 Agenda

I. Meeting Called to Order

The October 2, 2014 Special Council Meeting was called to order at 6:30 p.m. by Mayor Russ Barley. The meeting was held in Freeport City Hall in Council Chambers.

Council members present: Councilman Eddie Farris, Councilwoman Kasey Cuchens, Councilwoman Janice McLean, Mayor Russ Barley, Councilwoman Elizabeth Brannon and Councilwoman Jennifer Laird.

Staff present: City Attorney Clay Adkinson, City Planner Latilda Hughes-Neel and Freeport Fire & Rescue Captain Tom Palmer.

II. Invocation and Pledge of Allegiance

The Invocation was given by Councilman Farris, followed by the Pledge of Allegiance to the American Flag.

III. New Business

A. Selection Process for City Clerk

The Council discussed the selection process and determined the following:

1. The Mayor reviews submitted city clerk applications for completion and meeting minimum qualifications.
2. Copies of the applications which 1) are complete and 2) meet the minimum qualifications are copied (including attached resumes) and distributed to the City Council with ranking sheets.
3. At the next available Regular City Council Meeting or a Special Meeting called by the Mayor, the ranking sheets are presented and totaled. A date for interviews is set for the top 4 candidates.
  - The Mayor will check all references of the top 4 candidates and notify the candidates of the interview date and time.
4. At the set date and time for interviews, the meeting will be opened:
  - The Mayor will make the reference check results available to the Council.

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- The top 4 candidate applications with attached resumes and interview score-sheets will be distributed to the Mayor and Council by staff.
- The meeting will be recessed as the Mayor and Council each take a room in City Hall and interview the top 4 candidates individually.
- The Council will reconvene the meeting in the Council Chambers when interviews are complete.
- The interview score-sheets will be tallied by staff.
- The scores are announced by staff.
- The Council makes official board action concerning approval to offer the position to top candidate; offer to be made by the Mayor.

Board Action: Councilwoman McLean motioned to approve the above as the City Clerk Selection Process. Councilman Farris seconded the motion. All ayes; motion carried.

B. City Clerk Minimum Qualifications

The Council reviewed the City Clerk job description and made the following changes to Page 2 of the City Clerk Job Description:

**Minimum Qualifications:**

- High School Diploma
- Valid drivers license
- Three (3) years experience in local/state government as administrative assistant or higher position in the State of Florida.

**Preferred Credentials:**

- ~~Must maintain valid (non-expired, no current suspensions, warrants or outstanding tickets) Florida driver's license and is insurable under company policies~~
- Knowledge of State of Florida requirements as to Sunshine Law, document retention, public notices and election laws
- Possession of ~~or ability to obtain~~ Certified Municipal Clerk designation.
- Thorough knowledge of computer accounting methods
- Knowledge of bookkeeping terminology and methods
- Knowledge of standard office procedures, practices and equipment
- Knowledge of secretarial and clerical skills, record keeping and filing
- Ability to maintain financial records and prepare financial statements
- ~~Ability to understand and follow oral and written instructions~~
- ~~Excellent customer service skills required~~
- ~~Must have~~ Supervisory and Human Resource experience preferred.

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Board Action: Councilwoman McLean motioned to revise the City Clerk job description and minimum qualifications as stated above. Councilwoman Brannon seconded the motion. All ayes; motion carried.

C. Personnel Policies

Councilwoman McLean suggested that the Council review the Personnel Policies Manual a section at a time and make changes. The Council discussed the issue and discussed getting a Human Resources expert to review the document and make suggestions for revisions and updates.

Board Action taken: none

D. Front Desk Clerk Recommendation

Mayor Barley discussed the process to hire a Front Desk Clerk:

- 33 applications were received
- He and City Bookkeeper Floyd McKenzie narrowed the applications down to 14
- All references and present employers of the top 14 were called
- Mayor Barley and McKenzie interviewed the 14 top candidates and narrowed the list to 5 finalists. The 5 finalists were ranked 1-5, 1 being the top choice.

Mayor Barley announced that the top candidate and recommended hire for Front Desk Clerk is Barbara Moore.

Board Action: Councilman Farris motioned to accept the Mayor's recommendation and hire Barbara Moore as Front Desk Clerk. Councilwoman Laird seconded the motion. All ayes; motion carried.

IV. Adjournment

Mayor Barley called for a motion to adjourn. Councilwoman McLean made the motion to adjourn. Meeting adjourned at 8:22 p.m.