

City of Freeport
SPECIAL COUNCIL MEETING MINUTES
APRIL 17, 2014

I. Meeting Called to Order

The meeting was called to order by Mayor Barley at 7:00 p.m...

Council Members present: Mayor Russ Barley, Councilman Harold Taunton Jr., Councilman Ray Jackson, Councilwoman Janice McLean, Councilwoman Elizabeth Brannon and Councilwoman Jennifer Laird.

II. Invocation and Pledge of Allegiance

The invocation was given by Councilman Taunton, followed by the Pledge of Allegiance to the American Flag.

III. Vacant City Clerk Position

A. Position Description

The Council and Mayor reviewed the job descriptions provided by Robin Haynes. The Council chose the Florida League of Cities example style with bullets. Hughes-Neel will incorporate the current position description and job requirements with the League of Cities example, with the following additions:

1. Mandatory attendance of city council meetings and council workshops
2. Supervisory experience
3. Human Resource experience

B. Salary Range

The Council and Mayor chose the following salary range from the Sopchoppy City Clerk position description: 35,000 – 49,000, to depend on expertise and experience.

C. Advertisement – length of time

The Council and Mayor agreed to initially advertise the position for 2 weeks through the Florida League of Cities website and locally.

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D. Interview Process

The Council and Mayor discussed interview options for the clerk position. Depending on the number of applications received, interviews before the Council would be scheduled for at least the top five candidates, as recommended by a nomination committee, said nominating committee to be determined.

The Mayor and Council also agreed that distance from nominee's residence to City Hall would be a question for the interview. The candidate would be asked if they live within 30 minutes of City Hall; if the candidate does not live within 30 minutes of City Hall, the candidate would be asked if they are willing to relocate to live within 30 minutes of City Hall; answers would have bearing on the scoring.

IV. Adjournment

Councilman Taunton motioned to adjourn.

Meeting adjourned.

APPROVED:

Mayor

Council President

ATTEST:

City Clerk