

*Special Called
Meeting
Agenda*

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CITY COMMISSIONERS OF THE CITY OF WILDWOOD

- Mayor/Commissioner – Ed Wolf – Seat 1
- Mayor Pro-Tem/Commissioner – Ronald Allen – Seat 5
- Pamala Harrison-Bivins – Seat 2
- Don C. Clark – Seat 4
- Robby Strickland – Seat 3
- Joseph Jacobs – Interim City Manager

WEDNESDAY

WEDNESDAY

March 7, 2012
6:00 PM

~PLEASE TURN OFF ALL CELL PHONES AND PAGERS~

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Department, ADA Coordinator, at 352-330-1330, Ext. 102, forty-eight (48) hours in advance of the meeting.

F.S.S. 286.0105A-If a person decides to appeal any decision made by the Commission with respect to any matter considered at this meeting, they will need a record of the proceedings, and that for such purpose they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. (The City of Wildwood DOES NOT provide this verbatim record).

AGENDA

- ~~1. THE MEETING IS CALLED TO ORDER BY THE MAYOR~~
- ~~2. INVOCATION~~
- ~~3. FLAG SALUTE~~

4. TIMED ITEMS AND PUBLIC HEARINGS

7:00 PM * (a)	NONE AT THIS TIME	
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* Quasi Judicial Hearing

2. REPORTS AND PUBLIC INPUT

No Special Input at the time:

- a. ~~City Manager~~
- b. ~~City Attorney~~
- c. ~~City Clerk~~
- d. ~~Commission Members~~
- e. ~~Public Forum (10 minute time limit)~~
- f. ~~Notes, Reports, and items for the file as attached~~

3. NEW BUSINESS – ACTION REQUIRED

a. MINUTES

- 1. ~~Minutes of Regular Meeting held on _____ (Attachments – Staff recommends approval)~~

~~b. ORDINANCES FIRST READING ONLY (READ ONLY - NO VOTE)~~

~~1. None~~

~~c. RESOLUTIONS FOR APPROVAL:~~

~~1. None~~

~~d. APPOINTMENTS~~

~~1. None~~

~~e. CONTRACTS AND AGREEMENTS~~

~~1. None~~

~~f. FINANCIAL~~

~~1. Bills/Invoices (Attachment - Staff Recommends Approval)~~

g. GENERAL ITEMS FOR CONSIDERATION

1. Review/revise questions provided by Deanna Cox, HR and devise additional questions to ask City Manager candidates during their interviews (Attachments)
2. Set dates for City Manager candidate interviews (Attachments - Calendars)

4. **ADJOURN**

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**NOTES - NO ACTION REQUIRED**

~~a. None~~

**REPORTS**

**CITY MANAGER:**

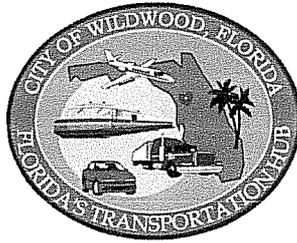
~~a. None~~

~~b. \_\_\_\_\_~~

**CITY CLERK:**

~~e. None~~

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CANDIDATE NAME \_\_\_\_\_ DATE \_\_\_\_\_

POSITION \_\_\_\_\_

• Tell us about yourself?

• How does this job fit into your long-term career goals?

• What do you know about the City of Wildwood?

• Why are you interested in this position?

• What are your strengths?

• What are your weaknesses?

• In your previous job what kind of pressures did you encounter?

• What would you say is the most important thing you are looking for in a job?

• What special aspects of your education or training have prepared you for this job?

• What was wrong with your current or last position?

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cont.

• How long would it take for you to make a meaningful contribution?

• Describe your management style.

• What do you believe is the most difficult part of being a supervisor of people?

• How would your current/past boss describe you?

• What were the five most significant accomplishments in your last assignment?

- 1)
- 2)
- 3)
- 4)
- 5)

• What other positions are you considering and are you currently processing with any other entity?

• How much do you expect if we offer you this position?

• Why should we hire you?

• What questions didn't we ask that you expected?

## The Illegal Questions - NEVER ASK:

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cont.

- How old are you?
- How many years do you think you'll be working before you retire
- Are you married?
- Do you plan to have children?
- How many Children do you have now?
- Are you or your spouse expecting or planning on expanding your family?
- What religion do you practice? An interviewer cannot ask about a person's religion, church, synagogue or parish. The religions holiday they observe, or political beliefs. You cannot ask, "Does your religion allow you to work on Saturdays?" BUT you can ask "this job requires work on Saturdays. Is that a problem?"
- You may not ask about native language, the language they speak at home, or how they acquired the ability to read, write speak a foreign language.
- You cannot ask about their age, date of birth or the ages of their children. BUT, you can ask whether they are over 18 years old.
- You cannot ask about ancestry, national origin or parentage. You cannot ask about their birthplace. BUT, you can ask whether they are a U.S. Citizen or a resident alien with the right to work in the U.S.
- Questions about your personal health are also off limits.
- Sexual preference.
- Whether or not the candidate has disabilities.
- You may not ask about the individuals arrest record.
- Basically, personal information cannot be asked by an interviewer
- You are forbidden from discriminating against any person on the basis of sex, age, race, national origin, religion or disabilities! If you have any concerns that a question you are about to ask may be construed as discriminatory – DON'T ASK IT!
- The rule of thumb: If you are questioning whether or not to ask, then don't ask.

**HR NOTES  
and  
PERSONAL REFERENCE CHECK**

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cont.

APPLICANT'S NAME: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

PERSON CONTACTED: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

**PLEASE VERIFY OR PROVIDE THE FOLLOWING INFORMATION.....**

HOW MANY YEARS HAVE YOU BEEN ACQUAINTED? \_\_\_\_\_

WHAT ARE HIS or HER STRONG POINTS? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WEAKNESSES? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**On a Scale from 1-5? (with 1 being poor and 5 being good) please rate the below↓**

WORK ETHIC 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_

COMMUNICATIONS SKILLS 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_

ABSENTEEISM 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_

ABILITY TO GET ALONG WITH OTHERS 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_

TEMPERAMENT 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_

WOULD YOU RECOMMEND THIS PERSON FOR a CITY MANAGER position?      YES \_\_\_\_\_ NO \_\_\_\_\_

If so, please explain why \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IS THERE ANY OTHER INFORMATION or COMMENTS YOU WOULD LIKE TO ADD? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE of CHECK: \_\_\_\_\_

**HR NOTES  
and  
EMPLOYER REFERENCE CHECK**

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cont.*

APPLICANT'S NAME: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

PERSON CONTACTED: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

**PLEASE VERIFY OR PROVIDE THE FOLLOWING INFORMATION.....**

TITLE: \_\_\_\_\_ NAME of COMPANY: \_\_\_\_\_

REPORTED EMPLOYMENT DATES: \_\_\_\_\_ TO \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

WERE YOU THE APPLICANT'S IMMEDIATE SUPERVISOR? YES \_\_\_\_\_ NO \_\_\_\_\_  
If no please give your position title and working relationship: \_\_\_\_\_

WHAT WAS the NATURE of HIS/HER POSITION? \_\_\_\_\_

DID HE or SHE have any SUPERVISORY RESPONSIBILITIES? YES \_\_\_\_\_ NO \_\_\_\_\_

WHAT WERE HIS or HER STRONG POINTS? \_\_\_\_\_

WERE THERE ANY LIMITATIONS? \_\_\_\_\_

**On a Scale from 1-5? (with 1 being poor and 5 being good) please rate the below↓**

WORK PERFORMANCE 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_

COMMUNICATIONS SKILLS 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_

ABSENTEEISM 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_

ABILITY TO GET ALONG WITH OTHERS 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_

DO YOU KNOW THE CAUSE of SEPARATION? YES \_\_\_\_\_ NO \_\_\_\_\_

If so, please explain \_\_\_\_\_

IS THE APPLICANT ELIGIBLE FOR REHIRE? YES \_\_\_\_\_ NO \_\_\_\_\_

REQUEST PERSONNEL FILE YES \_\_\_\_\_ NO \_\_\_\_\_ PUBLIC RECORDS REQUEST CHARGES \$ \_\_\_\_\_

**NOTES:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# March 2012

March 2012

April 2012

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

|        | Sunday | Monday                                      | Tuesday | Wednesday | Thursday                 | Friday | Saturday |
|--------|--------|---------------------------------------------|---------|-----------|--------------------------|--------|----------|
| Feb 26 | 27     | 28                                          | 29      | Mar 1     | 2                        | 3      |          |
| 4      | 5      | 6                                           | 7       | 8         | 9                        | 10     |          |
| 11     | 12     | 13                                          | 14      | 15        | 16                       | 17     |          |
|        |        | 7:00pm 9:00pm Regular Commis<br>ion Meeting |         |           | 3:00pm 7:00pm Teen Court |        |          |
| 18     | 19     | 20                                          | 21      | 22        | 23                       | 24     |          |
| 25     | 26     | 27                                          | 28      | 29        | 30                       | 31     |          |
|        |        | 7:00pm 9:00pm Regular Commis<br>ion Mtg.    |         |           |                          |        |          |

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# April 2012

April 2012

May 2012

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

| Sunday | Monday                                        | Tuesday | Wednesday | Thursday                       | Friday | Saturday |
|--------|-----------------------------------------------|---------|-----------|--------------------------------|--------|----------|
| Apr 1  | 2                                             | 3       | 4         | 5                              | 6      | 7        |
| 8      | 9<br>7:00pm 5:00pm Regular Commission Meeting | 10      | 11        | 12                             | 13     | 14       |
| 15     | 16                                            | 17      | 18        | 19<br>3:00pm 7:00pm Teen Court | 20     | 21       |
| 22     | 23<br>7:00pm 5:00pm Regular Commission Mtg.   | 24      | 25        | 26                             | 27     | 28       |
| 29     | 30                                            | May 1   | 2         | 3                              | 4      | 5        |

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