



# City of Margate

5790 Margate Boulevard  
Margate, FL 33063  
954-972-6454  
www.margatefl.com

## Meeting Minutes

### City Commission Workshop

**Mayor Tommy Ruzzano**  
**Vice Mayor Joyce W. Bryan**  
**Commissioners:**  
**Lesa Peerman, Joanne Simone, Frank B. Talerico**

**City Manager Douglas E. Smith**  
**City Attorney Eugene M. Steinfeld**  
**City Clerk Joseph J. Kavanagh**

---

**Monday, December 21, 2015**

**5:30 PM**

**Commission Chambers**

---

#### CALL TO ORDER

**Present:** 4 - Commissioner Joanne Simone, Commissioner Lesa Peerman, Vice Mayor Joyce W. Bryan and Mayor Tommy Ruzzano  
**Not Present:** 1 - Commissioner Frank B. Talerico

#### In Attendance:

City Manager Douglas E. Smith  
City Attorney Eugene M. Steinfeld  
City Clerk Joseph J. Kavanagh

#### 1) PRESENTATION(S)

##### A. ID 14-1612 CITY ATTORNEY RECRUITMENT

*MAYOR RUZZANO noted that Commissioner Talerico was running late. He announced that S. Renée Narloch, S. Renée Narloch and Associates, was attending by phone.*

*CITY MANAGER DOUGLAS E. SMITH briefed the Commission on the handout he provided. He noted that the handout was a version of word documents. He pointed out some changes to the draft text of the brochure, which was the Word document titled, "The City of Margate, Florida, City Attorney" and started with the community at the top. He noted that changes were indicated in red that updated the population, a wording revision, a capitalization and a minor grammatical correction under the position page, as well as a minor change to the website name format. He stated that the second Word document was the draft text for the actual advertisement. He added that a copy of the draft format for the recruitment brochure was also printed. He noted that it would be updated with updated text and changes made tonight, as well as formatting changes. City Manager Smith explained that the reason for the meeting was to give the Commission to be able to discuss the recruitment package as a group.*

*VICE MAYOR BRYAN questioned whether the actual format was a bi-fold brochure.*

*CITY MANAGER SMITH said that he was not certain whether it was intended to be a bi-fold; however, it would be electronic.*

*S. RENÉE NARLOCH, S. Renée Narloch and Associates, clarified that it was a bi-fold*

brochure.

COMMISSIONER PEERMAN said that it looked good.

COMMISSIONER SIMONE noted that the population needed to be corrected.

CITY MANAGER SMITH said that it would be corrected.

MAYOR RUZZANO pointed out that April 30th, 2016, was the City Attorney's last day, and that S. Renée Narloch and Associates was hired to head hunt a new City Attorney. He said that the brochure was very nice and noted that she hired the City Attorney for Coconut Creek.

CITY ATTORNEY EUGENE STEINFELD questioned when and where it would be advertised.

MS. NARLOCH explained that she needed an approval tonight in order to be able to get it into the Florida Bar Newsletter that had a hard deadline of December 23rd for an ad copy to be able to have it come out January 15th. She noted that they were very unflexible with regard to the deadline. She added that the ad would be put in different publications tomorrow.

CITY ATTORNEY STEINFELD asked when Ms. Narloch anticipated the process finishing.

MS. NARLOCH explained that she wanted to let the recruitment phase run for about six weeks. She said that the brochure had a filing deadline around the end of January. She stated that it would then take her a couple of weeks to vet the candidates and make a recommendation. She said that at that time, candidates could be interviewed as soon as two weeks from there. She thought that by the end of February the City would definitely know who they were interviewing with. She said that depending on who the selected candidate was, a 30-day notice might be needed. She stated that she was working very diligently to make sure the City had someone actually on board during the month of March to coincide with the City Attorney's departure in April.

CITY ATTORNEY STEINFELD said that he was contemplating a month or so and he noted that he was departing at the end of April; however, he felt that if the process took a little longer it would still work out.

VICE MAYOR BRYAN thanked Ms. Narloch for listening, considering and adding her input to the packet.

COMMISSIONER PEERMAN said that it was good and Ms. Narloch did a great job providing her input, as well as listening to the Commission's input. She felt very confident talking to Ms. Narloch.

COMMISSIONER SIMONE agreed that it was fine with her and she thanked Ms. Narloch for meeting with the Commission. She also was very confident in Ms. Narloch's abilities.

MAYOR RUZZANO asked whether including that it was a 40 hour position or full-time job working in the City building should be added.

Ms. Narloch said that it could be changed and she could relay that when she spoke with the candidates.

CITY ATTORNEY STEINFELD noted that sometimes it was a lot more than 40 hours. He said that he spoke with the City Manager and it was determined that the new City Attorney would keep regular office hours at City Hall; however, that might need to be in the Employment Agreement, as well as being discussed with the individuals. He noted that the City Manager had something similar in his agreement. He suggested that the Commission might want to add something stating full-time.

MAYOR RUZZANO said that the new City Attorney was going to be the Community Redevelopment Agency (CRA) Attorney as well; therefore, he wondered whether if hiring a separate CRA Attorney would affect the City Attorney's pay.

CITY ATTORNEY STEINFELD said that it may, but he noted that the brochure stated that the City Commission was considering appointing separate legal counsel for the CRA and would look to the new City Attorney to provide advice relative to this matter.

VICE MAYOR BRYAN noted that when interviewing for the City Attorney position, someone could fit into the CRA Attorney position.

COMMISSIONER PEERMAN stated that she still wanted two separate Attorneys.

MAYOR RUZZANO asked whether someone would be hired if they were qualified as the City Attorney, but had no CRA experience.

COMMISSIONER PEERMAN said that if qualified for the City Attorney position, she would hire them. She suggested that at the next CRA meeting the CRA Director be directed to begin searching. She felt strongly that the CRA should be a separate entity from the City and have a separate City Attorney. She noted that it would probably not be a full-time position. She did not want the new City Attorney to be thrown into being the CRA Attorney, because both positions were different and overwhelming.

VICE MAYOR BRYAN said that a separate search might not be needed. She wanted to wait until the candidates were brought in for the City Attorney position.

CITY ATTORNEY STEINFELD said that there were plenty of firms in Florida with CRA experience, and for someone part-time a search was not needed.

COMMISSIONER SIMONE asked Ms. Narloch for her opinion.

MS. NARLOCH said that when evaluating City Attorney candidates it would be an important factor to look at, because she felt it was important for the City Attorney to understand CRA business whether it was their specialty or not. She noted that she would recruit people that had familiarity with the CRA, because every City Attorney in the State of Florida would have some level of interaction with CRA's. She also mentioned the workload of the City Attorney, because someone had to assess all of that. She stated that she would have a third eye for the CRA background.

CITY MANAGER SMITH said that if all agreed, Ms. Narloch would add wording for the full-time position.

COMMISSIONERS were all in agreement.

## ADJOURNMENT

There being no further business, the meeting adjourned at 5:50 PM.

*Respectfully submitted,*

*Transcribed by Carol DiLorenzo*

\_\_\_\_\_  
*Joseph J. Kavanagh, City Clerk*

*Date:* \_\_\_\_\_

DRAFT