



# AGENDA

Lake Park Town Commission  
 Town of Lake Park, Florida  
 Special Call Commission Meeting  
 Wednesday, October 11, 2006, 7:30 P.M.  
 Lake Park Town Hall  
 535 Park Avenue

<b>Paul Castro</b>	—	<b>Mayor</b>
<b>Edward Daly</b>	—	<b>Vice-Mayor</b>
<b>G. Chuck Balias</b>	—	<b>Commissioner</b>
<b>Jeff Carey</b>	—	<b>Commissioner</b>
<b>Patricia Osterman</b>	—	<b>Commissioner</b>
.....		
<b>Cindy Sementelli</b>	—	<b>Interim Town Manager</b>
<b>Thomas J. Baird, Esq.</b>	—	<b>Town Attorney</b>
<b>Vivian Mendez</b>	—	<b>Town Clerk</b>

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, 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. *Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.*

- A. **CALL TO ORDER**
- B. **INVOCATION**
- C. **PLEDGE OF ALLEGIANCE**
- D. **ROLL CALL**
- E. **ADDITIONS/DELETIONS - APPROVAL OF AGENDA**
- F. **PUBLIC and OTHER COMMENT**  
 This time is provided for audience members to address items that do not appear on the Agenda. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember, comments are limited to a TOTAL of three minutes.
- G. **COMMISSIONER COMMENTS, TOWN ATTORNEY, TOWN MANAGER:**

**H. DISCUSSION AND POSSIBLE ACTION:**

Short list Town Manager applicants.

Identify dates for Town Manager interviews.

**I. ADJOURNMENT:**

**Town of Lake Park Town Commission**  
**Agenda Request Form**

Meeting Date: 10/11/06 Special Call Meeting      Agenda Item No.

- |   |  |
|---|--|
| <input type="checkbox"/> PUBLIC HEARING<br><input type="checkbox"/> Ordinance on Second Reading<br><input type="checkbox"/> Public Hearing<br><br><input type="checkbox"/> ORDINANCE ON FIRST READING<br><br><input type="checkbox"/> GENERAL APPROVAL OF ITEM<br><br><input type="checkbox"/> Other: | <input type="checkbox"/> RESOLUTION<br><br><input checked="" type="checkbox"/> DISCUSSION<br><br><input type="checkbox"/> BID/RFP AWARD<br><br><input type="checkbox"/> CONSENT AGENDA |
|---|--|

**SUBJECT:** Town Manager Search

**RECOMMENDED MOTION/ACTION:** To short list the applicants to five or six and to identify a date for Town Manager interviews

**Approved by Town Manager** Cynthia R. Semerelli **Date:** 10/06/06

<b>Originating Department:</b> Administrative Services	Costs: \$ _____ Funding Source: _____ Acct. # _____	<b>Attachments:</b> None
<b>Department Review:</b> <input type="checkbox"/> Town Attorney <u>P/A</u> <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> PBSO _____	<input checked="" type="checkbox"/> Personnel <u>BMT</u> <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone <u>BMT</u> OR Not applicable in this case _____:  Please initial one.

**Summary Explanation/Background:**

At the September 20, 2006 meeting, staff requested that the Commission short list the Town Manager applicants and identify a date for the Town Manager interviews. The Commission directed staff to have the management assessment survey administered to 17 applicants and to report the results of such testing to the Commission once this process was completed. At the October 4, 2006 Commission meeting, staff requested that the Commission schedule a special call Commission meeting for Wednesday, October 11, 2006 to short list the Town Manager applicants to five or six applicants, and to set a date for the Town Manager interviews.

All 17 applicants have completed their management assessment surveys and submitted them to PI Associates. PI Associates has reviewed the completed surveys and the completed employment applications and has prepared a report on each applicant. Staff will receive such reports in sealed envelopes from PI Associates addressed to each member of the Commission on Monday, October 9, 2006, and will deliver the sealed reports to each member of the Commission that day.

Staff has also initiated what is called the PRO Survey of each Commissioner by providing PI Associates with the email address of each Commissioner. As background, the purpose of this survey is to determine what the Commission's goals are for the new Town Manager. Once these completed PRO Surveys have been received and reviewed, a report on the outcome will be provided to each Commissioner via staff by Tuesday of next week.

Mr. Victor Coppola, CEO of PI Associates, will be in attendance at the October 11, 2006 special call Commission meeting to discuss the surveys and to answer any questions which the Commission may have.