



**TOWN ADMINISTRATOR SELECTION COMMITTEE
WORKSHOP
MONDAY, MARCH 5, 2007
6:00 PM**

**MALABAR COUNCIL CHAMBER
2725 MALABAR ROAD
MALABAR, FLORIDA**

AGENDA

CALL TO ORDER, PRAYER AND PLEDGE

ROLL CALL

DISCUSSION OF APPLICANT RESUMES FOR NEW TOWN ADMINISTRATOR

If any individual decides to appeal any decision made by this Council with respect to any matter considered at this meeting, a verbatim transcript may be required and the individual may need to insure that a verbatim transcript of the proceeding is made (FS 286.0105). The Town does not provide this service.

In compliance with the Americans with Disabilities Act (ADA) anyone who needs a special accommodation for this meeting should contact the Towns ADA coordinator at 727-7764 at least 48 hours in advance of this meeting.

TOWN ADMINISTRATOR SELECTION COMMITTEE WORKSHOP MINUTES
MARCH 5, 2007 6:00 PM

This meeting of the Town Administrator Selection Committee Workshop was held at Town Hall at 2725 Malabar Road. The meeting was called to order at 6:00 pm by Mayor Eschenberg. The prayer and pledge were led by Mayor Tom Eschenberg.

<u>ROLL CALL:</u> MAYOR/CHAIR	TOM ESCHENBERG
COUNCIL MEMBERS:	NANCY BORTON
	BRIAN VAIL
	CHUCK MCCLELLAND
	BOBBI MOCCIA
	PAT DEZMAN (arrived at 6:06 pm)
COMMITTEE MEMBERS:	LIZ RITTER
	STUART BORTON (arrived 6:01 pm)
	BOB SEIGMANN (excused)
	BOB WILBUR
	STEVE RIVET
	BUD RYAN
	LORRIE BARNES
	GREG PURDEN
	BOB ROSSMAN (arrived at 6:08 pm)
	JAMES KING
INTERIM ADMIN./ENGINEER:	BILL STEPHENSON
TOWN CLERK/TREASURER:	SUSAN KABANA
DEPUTY TOWN CLERK:	CINDI KELLEY

DISCUSSION OF APPLICANT RESUMES FOR NEW TOWN ADMINISTRATOR:

Mr. Ryan stated that a lot of the applicants did not have a time-frame for how long they have been in their positions. He made a call to Mr. Hays and was informed that he has held each position for two years.

Mr. King advised the committee that he never received a copy of the job description or criteria for the position. Ms. Barnes stated she called Mrs. Kabana and asked for it to be e-mailed to her.

Mrs. Kabana stated that this meeting is to narrow the choices down to ten applicants and then the committee can start making preliminary phone calls to them. While Mrs. Kabana was tallying the votes, Mr. King asked that a brief description of what we are looking in the new administrator be given. Mayor Eschenberg read the ad that was placed for advertisement.

Mrs. Kabana reported back to the committee with the following outcome of the voting of applicants:

Brock-11 votes; Carmany-5 votes; Clark-13 votes; Crawford-0 votes; Denman-12 votes; Fillion-0 votes; Gallagher-12 votes; Gardner-7 votes; Gillen-2 votes; Halfhill-3 votes; Hays-8 votes; Heimerman-1 vote; Janus-9 votes; Krischke-5 votes; Lunder-2 votes; Martin-0 votes; Margoles-0 votes; Purcell-0 votes; Rundel-8 votes; Ryan-10 votes; Sparks-5 votes; Ward-2 votes; Warn-1 vote; and Wilbanks-10 votes

There was discussion between the members of the committee with suggestions as to what is being looked at as far as qualifications for the applicants during the interview process. Several suggestions were made after Mr. King asked that Council give a brief idea of what is wanted. Mrs. Moccia stated that when calls are made to the applicants, a brief description of the position and salary information is given. The applicants will usually state whether they wish to still be considered or not. Mr. Rossman stated that the good candidates have done their homework and know what Malabar is about. He feels that some of the applicants will not come to Malabar.

Mayor Eschenberg asked if we could pick the top people that we would like to start interviewing and narrow this list down. The top six were picked. They are as follows: Clark, Gallagher, Denman, Brock, Ryan & Wilbanks. Most of the committee felt that, with the possibility of drop-outs, this is too few applicants. After more discussion, a **MOTION: Stuart Borton/Nancy Borton to pull the top ten people from the list of applicants. VOTE: All Ayes.**

The top ten applicants are as follows: Brock, Clark, Denman, Gallagher, Gardner, Hays, Janus, Rundel, Ryan and Wilbanks.

The discussion turned to the topic of paying for the trip to come in for interviews. Mr. Rossman stated in his own personal experience, he paid for the transportation; lodging and a per diem for meals for one day was paid by the Town/City. Mr. Vail is in agreement with the lodging and the per diem for food. Mrs. Dezman stated, with choosing ten people, we may have at least two people back out. The Town still would not be able to pay the fees for transportation for the applicants. Once the applicants have been narrowed down further, there may be a possibility of paying for transportation. Mr. Rivet stated the Town made a mistake the last time with not paying for transportation. Mrs. Kabana stated that it is not unusual for the Town not to pay for transportation.

Mr. Stephenson stated that the committee needs to appoint someone to make the calls to the applicants. Mr. Vail asked if the calls could be recorded. Mrs. Dezman stated we would need an opinion from the attorney regarding this. This is something that could be asked this evening. Mr. Stephenson made the suggestion, after speaking to Mrs. Kabana, about putting some questions down and e-mailing the applicants. Once the answers are received, they would be provided to the committee for review. Mr. McClelland didn't care for this suggestion. Giving them time to think of their answers may not be the thing to do. Mayor Eschenberg stated that there are a lot of times when the administrator must be able to make snap decisions. Asking them the questions by phone would give a good indication of their ability to demonstrate this quality.

Mrs. Dezman stated that she would like to hear from the committee members as to what they would like to see in the new administrator. Mayor Eschenberg suggested that we go around the room and hear from everyone, starting with Nancy Borton.

Nancy Borton-the administrator must be someone who works well with the surrounding communities and works hand in hand with Council. They need to give guidance to staff and help to get the fire department where it needs to be. This person should also be someone who can get our police and road issues addressed. We need someone who is versatile and can multi-task. We need to stay rural at 1 ½ acres to build on for residential, doesn't want to see high-rises but they will probably come along US 1. She would like to see Malabar as the suburbs for the surrounding communities.

Mayor Eschenberg stated the most important issue for the town administrator is to be able to work with a Mayor/Council form of government. This person must be able to take care of the priorities of the town as set by Council.

Brian Vail-this person should interact with the other municipalities and agencies for positive benefits. He would like to know what the growth intention and code enforcement standards are. This person needs to be able to delegate control, we need the road/drainage issues taken care of. They need to be aggressive in working with the community and a willingness to live in or near the community

Chuck McClelland-this person needs to have direct grant writing ability. We also have a growing utility; knowledge of utilities and budgeting are a must. All other criteria have been mentioned by others.

Mayor Eschenberg-first of all, we need to remember that we are not hiring a career person. The average term for a town administrator/manager is about five years. Most of the positions are only for three years. Probably any of the top ten would have the capability to be the town administrator. We need to see how they are going to interact with Council. The interview will be the deciding factor.

Bobbi Moccia-we have drainage issues that need to be taken care of. This person needs to have experience in this area and also with dealing with roads. She would like to know what each applicant's greatest accomplishment is while in their position.

Pat Dezman-feels that ethics play a very important role in this process. The new administrator must be well spoken and able to articulate; respectful in terms of how people are treated when they come into Town Hall.

Greg Purden-is in agreement with the Mayor with regards to the actual interview. Anyone can look good on paper. It's the actual background checks and talking to the applicants that will be the deciding factors. We also need to speak with the past employers; they can shed a lot of light on these people.

Stuart Borton-has a lot of concerns regarding pro growth. We have a lot of growth issues happening right now; we need someone who has the ability to manage growth. The development needs to be done to our standards and our wishes. A suggestion was made by Mr. Borton regarding payment of an equal amount (\$200 was suggested) to each application to put towards expenses incurred for coming to Malabar for the interview process. We would cover the lodging and the food expenses for one day.

Mayor Eschenberg reminded the committee that any funds that are spent must be approved by Council. Suggestions can be made but the committee cannot spend funds without Council's blessing.

Lorrie Barnes-we need someone who is a problem solver; someone aware of the financial constraints and knows where to go to get assistance without spending town funds. This person also needs to be experienced in growth management.

Bud Ryan-the one shining light is Mr. Denman; he has been in his position in Hillsborough Beach for 16 years. All the top ten are qualified and could do a good job.

Mrs. Moccia asked if a long tenure is the answer; she's known people in positions for long time that should have been removed because they were there too long.

Liz Ritter-the new administrator should have background in eco-tourism and nature preserves. She would like to know how they feel about this issue.

Bob Wilbur-honesty and integrity are very important. He would like to see someone who can motivate staff to get the most out of them. We need an administrator that will listen to Council. They should embrace our trails and greenways.

Steve Rivet-we need access to three things: integrity, diplomacy and competency. We need someone who can manage growth. The committee should also put a test out there during the interview process to see how they handle themselves.

James King-the actual importance of the mechanics of the everyday operations would be a good point. It would be good to have a mentor; mentor staff to bring out their strengths for a longer life cycle. This person should be a jack of all trades.

Bob Rossman-this person should come from somewhere compatible with Malabar. We want to stay rural but we need someone with a strong background in growth, zoning, local and state experience.

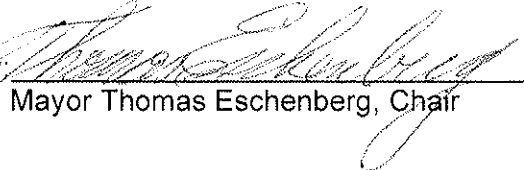
Mayor Eschenberg-there has been a lot of topics brought up but he feels this person should also have experience in emergency response.

With hearing from all the committee members, Mayor Eschenberg asked what the next step is. Mrs. Dezman stated that the list needs to be made into questions. She has asked that Mr. Stephenson do this and have the Mayor look through them for accuracy, be it was agreed that the calls should be made by Mr. Stephenson and Mayor Eschenberg. These calls are to done as soon as possible and a meeting is set for

Wednesday, March 14, 2007 at 6:00 pm in Council Chambers to go over the information with the committee.

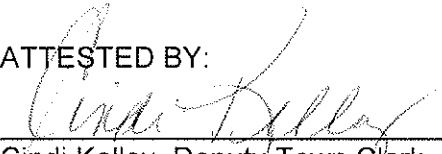
ADJOURNMENT:

There being no further discussion, **MOTION: Vail/Dezman to adjourn this meeting. VOTE: All Ayes.**
This meeting adjourned at 7:27 pm.

By: 

Mayor Thomas Eschenberg, Chair

ATTESTED BY:



Cindi Kelley, Deputy Town Clerk

Date: 3/19/07