



**MALABAR TOWN COUNCIL
WORKSHOP
SATURDAY, MARCH 24, 2007
8:00 AM**

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

AGENDA

CALL TO ORDER, PRAYER AND PLEDGE

ROLL CALL

INTERVIEWS FOR THE POSITION OF 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.

MALABAR TOWN COUNCIL WORKSHOP MEETING
MARCH 24, 2007 8:00 AM

This meeting of the Council was held at Town Hall at 2725 Malabar Road. The meeting was called to Malabar Town order at 8:25 am by Chair Mayor Thomas Eschenberg. The prayer and pledge were led by Council Member Bobbi Moccia.

ROLL CALL: MAYOR/-CHAIR	TOM ESCHENBERG
VICE-CHAIR:	CHUCK McCLELLAND
COUNCIL MEMBERS:	NANCY BORTON
	BRIAN VAIL
	BOBBI MOCCIA
	PAT DEZMAN
TOWN CLERK/TREASURER:	SUSAN KABANA
DEPUTY TOWN CLERK:	CINDI KELLEY

INTERVIEWS FOR THE POSITION OF TOWN ADMINISTRATOR:

After discussing with Council, Mrs. Moccia will start the interview process with her set of questions and then each member of Council will ask their questions. Question 24 is to be asked by Mrs. Dezman.

Mayor Eschenberg asked Mr. Gardner what his first impression of Malabar was. Mr. Gardner stated that he arrived last night at about 10-10:30 pm. He saw the town in the dark for the first time. He came back this morning at 7:00 am and drove around for a short time. The town is very nice.

Peter Gardner

Mrs. Moccia asked that he tell about himself. Mr. Gardner stated that he is originally from Iowa, attended St. Ambrose College and the University of Iowa, graduated in 1975. With unemployment at 9%, he volunteered for the In Service to America Program and was relocated to Georgia; this is how he got to the south. At the end of 1976, he went back to Iowa and was able to get a City Clerk position; the position City Clerk in Iowa and Alabama are very similar to the Town Managers in Florida. In 1982, answered an ad for LaFayette; there until 1990. Was hired at Dundee in 1990; 1997 he was contacted by LaFayette; took position and has been there for the last ten years. He is now looking for another challenge.

Provide example of initiating a successful joint cooperation with a neighboring community or agency.

Mr. Gardner stated that in Dundee there was a need for a Building Official; also the same need in Lake Hamilton. Both municipalities would hire this person jointly. Dundee and Lake Hamilton would pay half of the salary. This person would work in Dundee during the morning hours and then go to Lake Hamilton for the afternoon hours. This joint venture worked for 5 ½ years. They hired a person knowledgeable in the construction field and who knew the code requirements. The Building Official was able to establish a relationship with the contractors in each municipality without overlapping in each area.

Mr. Gardner also spoke about the dispatching for Davenport from Dundee. Davenport is about 15 miles north of Dundee. The obstacle to over-come here is that the dispatchers would have to know Davenport in order to send their police out to sections of Davenport. This was explained to the dispatchers; a price was determined, half would go to increase the dispatcher's salaries and the other half would go to the town. This service started in 1991; the people of Davenport didn't know this was happening until 1993.

What is your experience with recreation activities, expansion or development projects have you been involved in? The establishment of a park on the east side of Dundee; started saving funds in 1991 and came up with \$125,000. He had heard that Fort Meade had worked with Polk County; where they jointly developed a park. Dundee had a great need for something with baseball fields; the few fields they had were scattered around Dundee. In LaFayette, they don't have much in the way of recreation but they want to change that. A

mill closed about ten years ago; the ball park was given to the city. They are now renovating the ball park. This will be their second ball field. They don't have a city run recreation department; they do have organized leagues for softball, little league baseball and a pony league baseball team that represents LaFayette.

How do you feel about Eco-tourism and what has been your involvement? Mr. Gardner stated that he has not had all that much experience with Eco-tourism. While in Dundee, he was the director of the Chamber of Commerce; put on Dundee Days.

What are three types of grant opportunities Malabar should or could apply for that most small towns have been successful in receiving from other agencies? In Florida, we had a community development operation in Polk County. With this, you have to focus on the lower income areas of the community; they were able to renovate the roads in some areas. In Dundee, went to DEP; was able to install higher efficiency pumps for the wells. They also got a grant to install a new well; put that together with city funds. We were able to run a water line out to H. L. Smith Road and later loop it; able to serve a lot of people that way.

Provide examples of direct or oversight grant writing experience. Mr. Gardner directly wrote a proposal to fund a sidewalk extension in LaFayette; now in the process of being constructed. It went to the Alabama DOT under the traffic enhancement act and it's going to put in a couple thousand feet of sidewalk on Second Avenue, SW. This is a major walking thoroughfare to the center of town; before the sidewalk was in, people had to walk in the middle of the road.

Florida is a Sunshine Law State. Are you comfortable with an open office and an open style of government? Mr. Gardner stated he has no problem with this. He was in Dundee for a time and was under this law. This is a small community; what is said in public meetings will be in the community within the hour. He feels if you can't say it in public, it ought not to be said.

Explain your conflict resolution with regards to your training, skills and experience. Mr. Gardner gave an example of this regarding utilities. If the fees are not paid by a certain date, they lose their utilities. We try to be very clear in what is going to happen if non-payment occurs. Everyone must be treated equally and fairly. You also need to have empathy.

How much interaction have you had with officials at the State and Federal Agencies (FEMA)? Mr. Gardner stated that he has not had all that much experience; the County Engineer assisted with FEMA grant funds. They don't have an engineer on staff.

Are you willing to relocate to the Malabar or surrounding area? Mr. Gardner stated this would not be a problem. In speaking with Mr. Stephenson, it was recommended that he look in the Melbourne area.

Why are you interested in Malabar? Mr. Gardner stated that this is near the area that he was at before and he enjoyed being there. The second reason is that he wants to get closer to his wife; she is consultant for a hospital in Gainesville. Mrs. Borton asked if something were to come open closer to Gainesville, would you be looking in that direction. Mr. Gardner stated probably not; his history has been a pretty long tenures in cities and he doesn't feel like hopping around. He is 56 years of age; He went back to LaFayette to be in the Alabama Retirement System.

Can you provide us with any public safety operations experience you have including Fire Marshal/Fire Fighting, safety, emergency response and law enforcement? Mr. Gardner stated he has had police chiefs; helped them fund the department. We have a Police, Fire and EMS Department in LaFayette. He is more involved in the billing end of it; has not been too involved in the scheduling. His involvement has been in the financial end of it with equipment they may need.

What are your three greatest strengths? Mr. Gardner stated he can adapt to different circumstances. He is good with handling money; has had a lot of experience with this. He can work on solutions when funds are not available. He can also explain to people things they may not want to hear and get them to listen.

What are your three greatest weaknesses? Mr. Gardner stated that he is fairly impatient in the sense that he would like people to focus on a problem. If there's a difficulty, let's address it. He gave an example of Council increasing sales tax to the town by 1% (\$220,000/month in revenues); he placed these funds in a special account for six months to have the roads paved. No one wants to get together to discuss what roads will be paved.

What are two or three things that are most important to you in a job? People in a job are important; he would like to have a staff that takes pride in the organization and be interested in what they do. Secondly, he is looking for challenges in his position.

What characteristics can you bring to the job? Honesty; it's important what you do when no one is looking.

What is the purpose for leaving your current position? He would like to be closer to his wife. They also have relatives in the state of Florida.

Provide results of your utility experience. In 1994 the gas utility was sold; 1,300 to 1,500 water/electric customers; \$400,000 to \$800,000 in monthly billings. Most of this is electric customers. In the collection part of it, when it was computerized between 1983 and 1985, he sat with the programmer and developed the current program that is now in use; you need to have a program to reconcile your records to the receipts.

Experience with public work, drainage and storm water. Mr. Gardner stated that he has worked with the gas supervisor to renovate the gas system; road, he has worked on in the planning stages, has not been in the field with the guy, planning stages only. With the water/sewer, had a wastewater plant that was not operating and he did figure out how to operate it. He was the only one to show interest for the wastewater plant to work.

Drainage issues experience. In Dundee, there were drainage problems; learned from the SW Florida Water Management District the importance of retention areas and creating retention areas.

What are your limits of budgeting and capital improvements, what is your experience? He prepared the budget for the city; with the transfers, it's about \$11,000,000. This is done in consultation with the department heads. In terms of the finance of the improvements, he figures out what is needed with the assistance of the department heads. He also looks to see what part of a project can be done inside and parts need to be completed by contractors.

What is your experience with creative financing? Any trucks purchased are paid off within a year. If it is a large purchase, look at what's available with used equipment. We want not to go into debt for more than a year or two for anything. When something is purchased, think about how many ways it can be used.

What is your experience with fleet maintenance? They have 10 pick-up trucks, 2 bucket trucks and a line truck, 5 fire trucks including the ladder truck. There is a mechanic who handles the everyday maintenance and will advise when they need to be replaced. Police cars are only good for 150,000 miles; 5 years.

How do you influence others to accept your ideas? Mr. Gardner stated he tries to refer to past instances in the past that have worked.

What are you doing to improve yourself? Three times a week he walks 3 ½ miles.

Malabar has coastal growth patterns. What is your experience with land use planning and zoning to guide fast-moving land development? Mr. Gardner stated he does not have any experience with fast growth. In Dundee, there was no growth initially; then had 21 houses under construction at one time. They moved from no growth to a little bit of growth. The City Council adopted zoning building regulations; how you construct streets for subdivision developments.

What is your experience with land use planning; comprehensive planning? In 2001-2005, we re-did the comprehensive plan for LaFayette. This has been his experience. The big need in LaFayette is that they don't have a vast influx of new people or new developers. It is very different from what is happening in Florida. The procedures are in place to handle SFR units and the sewer system to handle apartments.

Malabar is a strong Council form of government; being very involved in the details of the town. How do you feel with working with Council? The position he's in now is a Mayor/Council form of government; he will need to learn what Council does and Council will need to learn what he does.

If offered the position, when would you be available? Within six weeks after offer made.

How do you handle someone coming in with a complaint that is angry? You need to listen to them to be able to hear what the individual has to say. If the situation is not easy to resolve, in a very patient fashion tell them what you can do.

Please tell us what your computer skills are. He touched briefly on the utility software; Mr. Gardner figured out what was needed and what they wanted. He tested the program for the utilities. Computer literacy-spoke about program for the utilities.

Please rank yourself as a leader, supervisor and employee. Mr. Gardner stated he had to learn to be a supervisor; a leader is different from a supervisor. As a good leader you can get people to want to do something. As an employee he is learning to have a greater understanding of what the lower ranks think of the higher ranks.

Describe characteristics in your work environment that motivate you the most. Having knowledgeable people working with you willing to put up with people who may know as much as they do.

What do you feel is the most challenging in Malabar? The zoning would be the most challenging for him. He has a concern of having enough of a challenge for him.

What is the one unique characteristic, in one word, that you think Malabar needs? Mr. Gardner stated that perseverance is what Malabar needs. He thinks the rural aspect could work in some areas. There are people here who don't want the growth, but they don't want to pay the taxes either.

What questions do you have for Council?

Mr. Gardner asked what Council's outlook on the position of Administrator is in terms of longevity. He's not looking to go anywhere very quickly. In dealing with the customers, it has been his experience that you need to be pretty honest with them and put the cards on the table; build a tradition of giving a straight story and treating everyone the same.

Mayor Eschenberg advised that he cannot speak for Council but he got the impression that they would like someone here for five years; preferably longer. The previous administrator left on good terms and was here for 4 ½ years; Council was hoping for longer.

The interview with Mr. Gardner ended at 9:45. The meeting adjourned for a 15 minute break. The meeting was called back to order at 10:00 am.

David Denman

Mayor Eschenberg welcomed Mr. Denman and turned the meeting over to Mrs. Moccia to begin the interviewing process.

Mrs. Moccia asked Mr. Denman to tell a little about himself. Mr. Denman stated that he has lived in Florida for 48 years; he is married and has two children. He obtained his Bachelor's Degree in management from the University of South Florida the 1980's and his Master's Degree in public administration from Ford Atlantic

University in the 1990's. He has held two positions in the last 27 years; 11 years in one and 16 years in the last position as the Chief Administrator.

Provide example of initiating a successful joint cooperation with a neighboring community or agency.

There were a lot of issues with traffic. You could not get in or out of Hillsborough County without going through a neighboring community. He was able to get the main intersection out of town modified to assist with traffic through Deerfield Beach and with the State Department of Transportation..

What is your experience with recreation activities, expansion or development projects have you been involved in? Hillsborough doesn't have a lot of recreation areas. A botchy ball court was put in with a contractor and when he left they were looking into adding a second court.

How do you feel about Eco-tourism and what has been your involvement? Mr. Denman has not had any experience in this area.

What are three types of grant opportunities Malabar should or could apply for that most small towns have been successful in receiving from other agencies? Mr. Denman stated depending on the size of the water/sewer utility, there is funding out there to assist with either building or improving what you have; there are funds to improve the river corridor along US 1 and the public right-of-ways. There are also funds to assist with the new town hall that you are looking to build.

Provide examples of direct or oversight grant writing experience. Mr. Denman advised Council that Hillsborough did not want grant funds. Their feeling is if you have people coming in from the outside, they want to get their fingers in the pot. They wanted to have absolute home rule. The two grants he is most familiar with involved \$500,000 funds came from Broward County for a new community center at the City Hall complex. ; he worked with the grant writer in-directly on this. They also get an annual grant of \$1,000 from Florida Department of Law Enforcement to purchase and upgrade equipment for the city.

Florida is a Sunshine Law State. Are you comfortable with an open office and an open style of government? Mr. Denman stated he is very comfortable with this.

Explain your conflict resolution with regards to your training, skills and experience. Mr. Denman stated code enforcement and development review can be difficult. Some of the residents who are worth \$10 to 15 million feel they don't have to abide by the same rules. Everyone is treated fairly and in with the same respect.

How much interaction have you had with officials at the State and Federal Agencies (FEMA)? He has worked with them on numerous occasions. There is a program offered through FEMA to prevent or lower the risk of flooding. This offers the residents a break on their flood insurance.

Are you willing to relocate to the Malabar or surrounding area? Mr. Denman replied yes.

Why are you interested in Malabar? Mr. Denman stated he prefers the smaller towns over the larger cities. He likes to be able to meet and greet the people to see what the issues are.

Can you provide us with any public safety operations experience you have including Fire Marshal/Fire Fighting, safety, emergency response and law enforcement? The fire services are contracted out; the police chief reported directly to Mr. Denman. He likes to let the people who know what's going on do their job.

What are your three greatest strengths? He is easy to get along with; he works well with the residents; and he is good at research, finding the answers.

What are your three greatest weaknesses? There is a tendency to involve himself too much; he's too much of a perfectionist.

What are two or three things that are most important to you in a job? Mr. Denman stated stability is important. Also working and getting along with people; he tries to maintain a good camaraderie with the staff and town. He enjoys doing his job; likes to solve problems that someone else had difficulty with.

What characteristics can you bring to the job? Honesty, integrity and longevity. The most important is integrity. If you don't have this, some of the other things won't fall into place.

What is the purpose for leaving your current position? In his opinion, it was politics. Mr. Denman then gave a brief overview of what he feels took place. He was asked to resign his position with Hillsborough.

Provide results of your utility experience. In his first position, they had pumping stations; he was responsible for budgeting on this. They had a contract with Pinellas County; established rates and they collected for water/sewer. In his last position, they had a water treatment plant. He prepared the budget with the assistance of the department head. He has worked with the Utilities Director regarding this.

Experience with public work, drainage and storm water. In his last position, he did not have much experience. In Hillsborough Beach they only had one road, A1A, which was maintained by FDOT. There was no Stormwater system, on the Intercoastal Waterway, everything flowed one way or the other. In his previous position, in Bellaire Beach, they had a lot of open roads. He worked in-directly with the Public Works Director for maintaining the roads. In the late 1980's they filed for the Stormwater and drainage permits.

What are your limits of budgeting and capital improvements, what is your experience? Mr. Denman was responsible for preparation, implementation and audits of the budget and capital improvements for the last 16 years.

What is your experience with fleet maintenance? Mr. Denman stated this was very minimal. A minimal budget for repairs and maintenance; we had three police cars and three utility trucks for the Water/Public Utilities Department. The Commission liked to change out the police cars every year; utility trucks every ten years. The regular maintenance of the vehicles was sent out and any major issues were contracted out.

How do you influence others to accept your ideas? Mr. Denman stated he presents ideas that have data to back it up. Sit down and work out different resolutions.

What are you doing to improve yourself? He is improving himself by looking for another position. It bothers him that he is not working. This is the first time in 30 years that he's not been working. He reads the newspapers and other publications to keep up with current issues. He is very adept with computers and likes to learn new programs.

Malabar has coastal growth patterns. What is your experience with land use planning and zoning to guide fast-moving land development? He was responsible for reviewing all new projects that came in, make notations and then get with the planner to go over the plans.

What is your experience with land use planning; comprehensive planning? He has worked with the City Planner and the report was approved before leaving his position.

Malabar is a strong Council form of government; being very involved in the details of the town. How do you feel with working with Council? He has done this for the last 16 years. Each commissioner oversaw a department. If any problem arose, he would go to the commissioner responsible for that department. The only thing was that the commission would not call any special meetings. If an issue arose, he did not have the authority to address it.

If offered the position, when would you be available? The only issue for him is to secure housing; within two weeks or less.

How do you handle someone coming in with a complaint that is angry? First you need to listen because the person needs to be heard; once he knows what the issue(s) are, he will work on the solution.

Please tell us what your computer skills are. Mr. Denman stated he has been working with computers for years. He has set up the computers with the financial software and all necessary programs. He has set up the city's website. Mr. Denman stated he has worked with financial, utility and Microsoft Office software. If it's a program he's not familiar with, he will learn it.

Please rank yourself as a leader, supervisor and employee. As a leader and supervisor, he would rate himself high; as an employee he's not sure he can do this. He feels he is a good employee and tries to do the best that he can.

Describe characteristics in your work environment that motivate you the most. Mr. Denman stated he is motivated by being able to assist the residents of the town/city.

What do you feel is the most challenging in Malabar? He feels the large scale development is a great challenge. Development has always been the hardest part of being an administrator/manager. You need to know what benefit the town/city will get out of the development.

What is the one unique characteristic, in one word, that you think Malabar needs? The only thing that he can offer is his degrees, years of experience, past relationships with council/commission. He has done enough in each field that he can provide the information requested.

What questions do you have for Council and what have you learned about Malabar? Has anyone thought about the property tax issue? If this is passed, it will definitely hurt the municipalities, especially those that only have property taxes as their income. He has learned about the MSTU. What about redeveloping the land by the fire station for the new town hall?

Mr. Vail asked how Mr. Denman would be able to adapt from coming from an up-scale community. Mr. Denman stated that he didn't feel it would be hard to adapt. He has seen the financials for Malabar and he is able to work with this. It's not that much lower from where he is coming from. With regards to eco-tourism, how much interest do you have in this? Mr. Denman stated he is willing to learn and do the job to the best of his ability if this is what council wants. He has no problems with going in direction of what council wants.

Mr. McClelland stated that Council is looking for stability and would like this to be the last stop.

A short recess was taken at 10:57 am. The meeting was brought back to order at 11:05 am.

Bonilyn Wilbanks-Free

Mayor Eschenberg welcomed her and turned the meeting over to Mrs. Moccia to begin the interview process.

Mrs. Moccia asked Mrs. Wilbanks-Free to tell a little about herself. Mrs. Wilbanks-Free stated she started in nursing. She was a police officer; the first female police chief of Miami-Dade County. She has been the assistant to the Mayor. Oakland Park invited her to interview with the city; she was there for four years. Every two years, they ask their manager to leave. At Pembroke Park, she was the interim financial person.

Provide example of initiating a successful joint cooperation with a neighboring community or agency. The City of Oakland Park was not able to pull businesses to them. No one knew what they had to offer to be able to provide what we wanted for our town economically. She was able to pull in the filming industry, which brought other businesses to them.

What is your experience with recreation activities, expansion or development projects have you been involved in? The cities of Clewiston and Golden Beach began to look at parks and have landscapers

involved to change the parks. They redesigned the open spaces of the parks and put in exercise program equipment.

How do you feel about Eco-tourism and what has been your involvement? She has worked with it in Clewiston. The issues they had in the town were dumping in the open land spaces; better handled with code enforcement for hazardous waste.

What are three types of grant opportunities Malabar should or could apply for that most small towns have been successful in receiving from other agencies? She stated that she was not sure if Malabar reached the beach side. There are marine monies available to enhance public use. The interior of the town needs to have the drainage and flooding issues addressed; the ditches need to be cleaned out.

Provide examples of direct or oversight grant writing experience. She has both written and managed grants.

Florida is a Sunshine Law State. Are you comfortable with an open office and an open style of government? She doesn't have a problem with this; this is very important with law enforcement.

Explain your conflict resolution with regards to your training, skills and experience. A citizen thought it was his job to expose anything he thought was underhanded. When this happened, research was done and provided to the citizen to explain the situation.

How much interaction have you had with officials at the State and Federal Agencies (FEMA)? She has had a lot of experience with this.

Are you willing to relocate to the Malabar or surrounding area? Her husband is the police chief of Palm Coast, this is not a problem for her.

Why are you interested in Malabar? She is not sure that this is the only town she's interested in; definitely done with south Florida. They own a home in west Georgia and are looking to move closer for vacations. She is happy with the quality of life.

Can you provide us with any public safety operations experience you have including Fire Marshal/Fire Fighting, safety, emergency response and law enforcement? There is a volunteer fire department in Clewiston. All other positions were paid departments. Police and fire depend on each other. She believes that the citizens are happy when they have protection from the police and fire departments.

What are your three greatest strengths? She is analytical, a good communicator, friendly and reaches out to people.

What are your three greatest weaknesses? Perfectionist; tolerant of the individuals who are not.

What are two or three things that are most important to you in a job? She likes to have challenges; has to have the opportunity to work with people; wants to be able to get to know the staff as individuals.

What characteristics can you bring to the job? She wants to learn the community's way; she has never brought her own staff. Some managers come in and clean house around their area.

What is the purpose for leaving your current position? She made a mistake in hiring someone for the administrative assistant. She gave an overview of the situation and the outcome of the investigation. After being cleared of the charges, she felt she did not want to stay in this position. There was an EEO claim against her, which has been cleared.

Provide results of your utility experience. She has run an electric co-op; all places she's been have had water utility; she has handled storm water issues.

Experience with public work, drainage and storm water. Maintaining drainage is very important.

What are your limits of budgeting and capital improvements, what is your experience? She has a very strong ability for doing the budgeting process. She has dealt with the auditing process and gotten the computers online with accounting software. She has also had experience with capital improvement projects as well.

What is your experience with fleet maintenance? All of public work does the service on vehicles; garages only in Oakland Park and Clewiston.

How do you influence others to accept your ideas? You cannot be an administrator by dictating but by facilitating. She has credibility and experience behind her.

What are you doing to improve yourself? She obtained her second Masters Degree in 2005. Her area of interest is in the clerk's position. She has joined the Clerk's Association to be kept up to date.

Malabar has coastal growth patterns. What is your experience with land use planning and zoning to guide fast-moving land development? What is your experience with land use planning; comprehensive planning? She has dealt with this in all the communities with the exception of Oakland Park. She has a very good background in land use and land use issues.

Malabar is a strong Council form of government; being very involved in the details of the town. How do you feel with working with Council? With the exception of Oakland Park, she has worked with a strong Council form of management; this is not a problem. What one person gets, everyone gets the same.

If offered the position, when would you be available? If offer the position, she would need some time to get things done down south. She is in the process of getting the contractors on board to repair hurricane damages. The second week of April would be good.

How do you handle someone coming in with a complaint that is angry? If the person believes that you are listening, tell them you will get back to them and then do it. She wants to be able to get through to someone before and possible situation occurs.

Please tell us what your computer skills are. Mrs. Dezman is happy with the answers to this question throughout the interview.

Please rank yourself as a leader, supervisor and employee. As a leader, she is of the quiet form of leadership. She works behind the scenes; while working with staff, she likes to know them. She has an open door policy. She wants to be a mentor to staff and help them get self-improvement that they may not know about.

Describe characteristics in your work environment that motivate you the most. People motivate her.

What do you feel is the most challenging in Malabar? Learning about Malabar and what we are all about.

What is the one unique characteristic, in one word, that you think Malabar needs? She loves to work in a small town.

Mrs. Wilbanks-Free has reviewed the job description for the administrator. In previous places of employment, she would not have been allowed to do a lot of what is described. She can do the work; she just wasn't allowed to.

What have you learned about Malabar? She did not know we are so close to the ocean; closeness to Palm Bay. The open land that is still in Florida is not found in south Florida.

What questions do you have for Council and what have you learned about Malabar? Does Council have a strategic plan of sorts that dictates the direction you want the town lead in? Mr. Vail advised her that we have just started going over the five-year plan.

What are you looking for in administrator? Mrs. Dezman stated Council has sat with others that formed this committee and discussed this. Integrity is very important. Mrs. Moccia stated she has seen a lot in the past and has grown up here. Council is looking for someone who is willing to give time, patience and honesty. Mayor Eschenberg stated the last two administrators, he worked with both, and only told Council what they thought we should know; he always felt that something was missing. Mr. McClelland stated we need someone who can mend fences with the joint committees. Mr. Vail stated that we need someone who has the ability to work with others, be the center hub of everyone and keep everyone informed. The person needs to keep in mind the setting of Malabar; we want to stay where we are. Mrs. Borton stated all has been hit upon in the qualifications that Council is seeking. She is looking for someone who can manage growth. We are a team and we need feedback.

The meeting recessed for a lunch break at 12:25 pm. The meeting was brought back to order at 1:20 pm.

Ted Ryan

Mayor Eschenberg welcomed him and turned the meeting over to Mrs. Moccia to begin the interview process.

Mrs. Moccia asked Mr. Ryan to tell a little about himself. He has received his Bachelor's degree from Old Dominion University and the University of Kansas. He has spent his adult life in government; he was a city manager at the age of 24. He has received national awards for economic development and other awards as well. He is looking to enjoy the quality of life of a small town and wants to be in a place where he can practice his profession.

Provide example of initiating a successful joint cooperation with a neighboring community or agency. In most of the positions he has been in, he has worked with the solid waste districts. Ohio has the JEDDS Program (Joint Economic Development Districts). Mr. Ryan gave an overview of this program.

What is your experience with recreation activities, expansion or development projects have you been involved in? He has organized recreation professionally and non-professionally. He established a pilot project. While in Pennsylvania, he was involved with the re-planting of the open spaces; they used it up and had to replace it. He believes that preserving the open spaces is best.

How do you feel about Eco-tourism and what has been your involvement? He was involved in this while in Ocoee and northern Florida. He has been involved with the setting of the growth impact fees in Ohio.

What are three types of grant opportunities Malabar should or could apply for that most small towns have been successful in receiving from other agencies? There are rural grants, USDA loan applications and SBA loan processing. There are also CDBG funds and public works dollars for infrastructure.

Provide examples of direct or oversight grant writing experience. He has been most successful in grant writing; \$30,000,000 to \$50,000,000 in his career. He has written and facilitated all types of grants. In grant writing, you have to understand the guidelines and be creative.

Florida is a Sunshine Law State. Are you comfortable with an open office and an open style of government? This is not a problem; he has had nothing but an open door policy. He is also comfortable working with the media.

Explain your conflict resolution with regards to your training, skills and experience. Mr. Ryan gave several examples of conflict resolutions.

How much interaction have you had with officials at the State and Federal Agencies (FEMA)? Mr. Ryan has had experience with this. It is necessary to work with your community. He was able to give several examples of his experience.

Are you willing to relocate to the Malabar or surrounding area? Malabar has the old Florida feel to it; it makes you want to move to the area.

Why are you interested in Malabar? He has family in the state. Each small community has a character and he likes to see the small towns.

Can you provide us with any public safety operations experience you have including Fire Marshal/Fire Fighting, safety, emergency response and law enforcement? He has experience with law enforcement; been through SWAT training and defensive training. He also has experience with the fire department. He has planned emergency preparedness, participated in emergency communications. He is very comfortable with public safety and emergency preparedness.

What are your three greatest strengths? Mr. Ryan stated his greatest strengths are Integrity, creativity and a variety of experience he brings to the position. He has been trained as a police Chaplain. He sees things a little differently than most people.

What are your three greatest weaknesses? He tends to be a workaholic, he is result oriented and has had to learn compassion and humility.

What are two or three things that are most important to you in a job? The people of the area and the people in the work place are an important factor to Mr. Ryan. He wants to be a mentor to staff and the people of the area. He has developed a wealth of knowledge and information.

What characteristics can you bring to the job? Mr. Ryan stated he has a love of government and he's good at it.

What is the purpose for leaving your current position? His last position was in Pennsylvania. The Council changed three times while he was there. The finance manager moved to different employment. In hiring a new person, it did not work out to get the financial information in a timely fashion. He wanted to terminate the employee that was totally ineffective. Council asked for his resignation instead of the person who was not working out. He has asked that Council contact the Mayor from his previous employer. It had nothing to do with his performance on the job.

Provide results of your utility experience Mr. Ryan stated he has experience in this area. He has received two awards for projects regarding utilities.

Experience with public work, drainage and storm water. Storm water is significant in Florida.

What are your limits of budgeting and capital improvements, what is your experience? He is used to doing a five year plan; if you plan more than five years out, it's not real. He is used to fund accounting with line item budgets.

What is your experience with fleet maintenance? It is critical to keep track of the maintenance of your vehicles. With the assistance of computers, maintenance records are easy to keep.

How do you influence others to accept your ideas? Have an open discussion with the people, you need the opportunity to have input from others. He likes workshops to discuss things; point out the issues and alternatives to Council.

What are you doing to improve yourself? He constantly attends education seminars and training sessions. He is a trained and certified mediator in Ohio.

Malabar has coastal growth patterns. What is your experience with land use planning and zoning to guide fast-moving land development? What is your experience with land use planning; comprehensive planning? Zoning and site plan review are the two single most powerful tools you have. This is how you control your land.

Malabar is a strong Council form of government; being very involved in the details of the town. How do you feel with working with Council? This is not a problem for him; he's always identified with working with the Council. Council brings to the table the community value structure.

If offered the position, when would you be available? Mr. Ryan would be available within thirty days; there are things that need to be taken care of in Ohio.

How do you handle someone coming in with a complaint that is angry? Let them vent; listen objectively and try to pull out the real issue. Talk about the real issue and discuss what can and cannot be done.

Please tell us what your computer skills are. He has Inter/Intranet, Excel, Microsoft Office and is comfortable learning software that is unknown to him.

Please rank yourself as a leader, supervisor and employee. He learned along time ago that you don't order someone to do something that you yourself are not willing to do. Lead by example in personal and private life.

Describe characteristics in your work environment that motivate you the most. Give staff the general guidelines and allow them to work it out.

What do you feel is the most challenging in Malabar? Preserving what you have here in Malabar. Everyone needs growth for taxes but keep what you have in tact. Only add what adds to your tax base already.

What is the one unique characteristic, in one word, that you think Malabar needs? He is fruitful and has a creative mind. He has had great opportunities in his career. He can also manage the administrative affairs.

What have you learned about Malabar? Malabar is what he would call a quiet, attractive old Florida town.

What questions do you have for Council ? What are you looking for in an administrator? Mrs. Dezman stated Council is looking for integrity and all that goes with it. Mayor Eschenberg stated we have had two administrators in the history of the Town of Malabar. Both of them did not communicate everything to Council. Communication should happen between the administrator and Council whether in private or a public forum. Council needs a full understanding of what is happening in the town. Mrs. Moccia stated she is looking for someone who can represent us for a little while. Mr. Ryan stated his commitment would be for three to five years, depending on the relationship. If it's working very well, it can continue for a long while. He wants to work another ten years before retiring. Mr. McClelland stated Malabar needs someone who can mend the relationships with the different agencies. Communication is of utmost importance. Mr. Vail said that all has been said.

Mr. Vail asked Mr. Ryan how he feels about doing something he's not comfortable with. Mr. Ryan stated if a Council member asks and he's not sure what the majority of what Council wants, it's probably not the majority.

If the comfort zone isn't there, it's not a majority and it's either illegal or immoral. It is not for him to make the policy decisions but to advise Council and be a resource.

This concludes the interviews for the Town Administrator position at 2:30 pm.

Mrs. Kabana advised Council and the members of the selection committee that all of their notes are public record and will need to be turned in once the recommendations have been made. Mayor Eschenberg asked if Council is in agreement, this should be placed on the next agenda for a decision. Council should come to the April 2nd meeting with the candidate ranked from one to four.

Greg Purden made a request that feedback from the committee members be heard at the next Council meeting. This will give everyone time to go over their notes and rank the candidates and present them to Council. Mr. Rossman is in agreement with Mr. Purden.

James King stated he learned some information during the social to help him with his decision making process. He spoke to Mrs. Wilbanks-Free. It is her desire to stay as long as possible; however political moves tend to have a short time frame. She has foster parented ten children while working; this shows the reason for her lapse in careers.

Mrs. Dezman mentioned that only one candidate brought their spouse. Mrs. Borton asked if we have to pick from the candidates that were interviewed today. Mayor Eschenberg stated this should be decided by the next meeting; do we want to go with one of these or does the selection/interview process again?

Greg Purden stated the social hour tells you if people are comfortable socially. With the exception of one, all other candidates were moving about and having conversations with people in the room.

Bob Rossman stated Mr. Gardner has had polio is self-conscious. Mrs. Wilbanks-Free, if she would come back to Oakland Park, they would hire her. The situation was blown out of proportion. He was not able to get too much information on Mr. Ryan; he has a history of moving every two years. Mr. Rossman feels there are three very good candidates that would be good for the town.

Mayor Eschenberg is convinced that, on a technical level, any of the four candidates could do the job. The question is who does Council visualize working with as far as personality and style goes.

Mrs. Dezman asked the people in the audience who they felt would be here for a long tenure. Mr. Korn, who is not on the committee, had the opportunity to speak with all the candidates. Two other communities are looking for administrators/managers. Both Mr. Denman and Mr. Gardner stated they have not applied. Mr. Denman and Mr. Ryan are very social. He also had a very nice conversation with Mr. and Mrs. Gardner during the social hour. He gave good feedback on Mrs. Wilbanks-Free and Mr. Denman. He feels that all four would fit, but as the Mayor stated, who would you like to be able to go to as individuals.

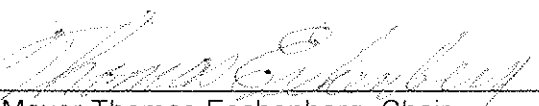
The longevity in Oakland Park for Mrs. Wilbanks-Free is something that no one else had been able to do. Mrs. Dezman was looking to the audience for their input on the longevity issue. It was stated that the ranking would allow for longevity and be reported back to Council on April 2nd.

Stuart Borton stated that someone could accomplish more in two to three years than what someone else can get done in ten years; it's a subjective thing. He wants someone who is competent at what they do to stay for a long time. Sometimes a creative person cannot stay for long periods of time. Mr. Rossman stated he would love to have three great years as opposed to ten mediocre years.

ADJOURNMENT:

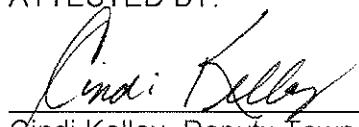
There being no further discussion, MOTION: Vail/Dezman to adjourn. VOTE: All Ayes. This meeting adjourned at 2:40 pm.

BY:



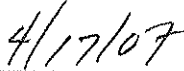
Mayor Thomas Eschenberg, Chair

ATTESTED BY:



Cindi Kelley, Deputy Town Clerk

Date:



4/17/07