

**MALABAR TOWN COUNCIL WORKSHOP
JULY 9, 2002 7:30 PM**

This Malabar Town Council Workshop was held at the Town Hall at 2725 Malabar Road. The meeting was called to order at 7:30 pm by the Chair, Philip Crews. The prayer and pledge were lead by Mr. Rivet.

ROLL CALL:	MAYOR/CHAIR:	PHILIP CREWS
	VICE CHAIR:	STEVE RIVET
	COUNCIL MEMBERS:	NANCY TINIO-BORTON
		FRANK BALLOU
		BOBBI MOCCIA
		BOB ROSSMAN
	CLERK:	SUSAN KABANA

Also present was Ms. Helen Voltz, County Commissioner.

DISCUSSION OF THE TOWN ADMINISTRATOR'S POSITION

Crews – feels Council needs to review the position, as described in the ordinance, and see if it needs reworking. Council can make changes and state actual duties and responsibilities, then re-do policies and procedures for staff. We've not been doing administrator reviews, which violated our contract because we had a contractual form to do that.

Tinio-Borton – asked for clarification, do we want an administrator or a manager. Crews – typically you have an administrator with a strong Council.

Rossman – we need to do an in depth job description so we can use it as a yardstick. Crews - it can be done through a contract where Council explains required duties, sets goals, and completes a yearly review which hasn't been done in the past. This way it can be changed as opposed to resolution and/or putting in charter.

Council discussed which direction to go. Crews – suggests another workshop to let each Council member go through the job descriptions and contract, mark them up, then bring them back.

Rossman – feels Council should decide tonight to start finding a replacement. All Council agreed.

Discussion over the contents of the ad for the position. Tinio-Borton – wants to include the pay rate and ask for education. Rossman – wants the salary negotiable depending on qualifications. Kabana – notes that the base rate is \$48. That's not comp, insurance, retirement, etc. Rossman – wants a time frame for taking applications. All Council agreed. Rivet wants a residency requirement if we hire someone not from this area. Crews – the requirement should only be that they live in County. He feels that this needs to be done ASAP. All Council agreed. Crews - need to advertise and give reasonable time for applications to come in. Council – recapped what should be in the ad and all

members agreed. A car allowance is preferred over having the administrator keep a log.

Discussed qualifications: Rivet – minimum qualifications should be a Bachelor's degree in related field (preferably). Rossman – would like a minimum of three years experience in business or public administration as Assistant or Senior Municipal Manager, Staff member, Assistant Administrator or equivalent military experience.

Discussion of the ad and where to run. Council wants it in the Orlando Sentinel from July 11th to August 15th. Tinio-Borton – recommends that only one person from the office answer questions over phone and/or mail job description out.

Crews - states that the evaluation is written as described in the contract. Council explains duties and that evaluations need to be done from the job description and not the contract.

Council discussed a job description. They want to do that now instead of having a workshop. Kabana – should she run the ad after you have this workshop? Discussion and comments by Council and Council scheduled a workshop for Thursday, at 8:00 pm.

Rossman – we need job descriptions for every job. He will do a job description for the building official and for code enforcement. All Council agreed.

DISCUSSION OF REQUEST FOR PROPOSALS FOR THE 01/02 AUDIT

Kabana – will send out RFP's. Council discussed using the County auditors. She will do the ad and will run it on Thursdays. She'll fax it to our auditors and three or four other city auditors in the area and give all that info to Council. It will be an agenda item at an upcoming meeting.

DISCUSSION OF FORM DR-420, CERTIFICATION OF TAXABLE VALUE

Kabana – explains how the DR-420 creates the proposed taxes on the first tax notice from the Property Appraiser. We need two public hearing dates, Council chose September 3 and September 17th.

Council – suggested using half the rollback rate and that it could be argued back down to the current rate. Rossman – probably should keep it at the present rate. Moccia – is thinking of what's left to be done and how the tax dollars could be applied. Crews - prefers to use the max and leave it wide open until the public hearing. Rivet – suggested using half a roll back rate, wants to keep away from maximum increase.

Bill Withers from the audience – six percent of the roads have been put in since the citizens committee asked Council to increase it by 6%. That money for the roads and roads scheduled for paving is in the budget. Another citizen asked about drainage.

ADDED ITEM – PAVING OF OLD MISSION ROAD

Kabana – staff needs to know if we're paving Old Mission and the West End of Atz in October. Do you want to use the same type of paving and the same

company? Crews – what about the requirement to bid out the job? Kabana – the company we use is a sole source and we used them the year before.

Rivet – is concerned about the quality of the road, one section from last year did not hold up well. Crews – they repaired it and feel they should be used again. Kabana – if we are going to do this in October we need to contact someone now. She notes that \$60,000 will get us a mile of paved road.

Crews – it needs to come before Council's regular meeting to appoint somebody to negotiate a price, suggests Moccia. Moccia – she's taken on Public Works adding this is too much. Needs to share this load. Rivet – Council needs to talk with one another to coordinate who's going to do what. Thinks this can be done without violating any Sunshine Laws. Will contact Mr. Bohne.

Kabana – tells Council that unless it's something that needs to be taken care of right away we are dividing the mail amongst all of them. If they get something they want shared with everyone, give it back and say "copy to Council." If it's something from the County we give it to everyone. There are many publications we just get one copy of so, instead of throwing them away, we pass them around.

Kabana – we need a voting member for the Space Coast League of Cities. Mayor is voting member and Moccia is the alternate.

Kabana – is receiving e-mails from Bill Hall asking simple things such as retirement. But he's also asking things like, "What was the bid on Corey Road?" Rivet – he is not entitled to these things anymore – not the bid on Corey Road or any Town business. Discussion about the cell phone. Rivet - the concern is not the phone itself but what is on it. Crews – the e-mail should not be answered. Council agreed. Kabana – stated for the record that the phone was not free.

Mayor adjourned the meeting without objection.

ADJOURNMENT

Meeting adjourned at 9:15 pm.

BY:

Mayor Phil Crews, Chair (on 7/9/02)

ATTEST:

Chair Bobbi Moccia (on 6/16/03)

Susan Kabana, CMC
Town Clerk/Treasurer

DATE:
