

TOWN COUNCIL WORKSHOP MINUTES
July 11, 2002 7:30 PM

This meeting of the Malabar Town Council was held at the Town Hall at 2725 Malabar Road. The meeting was called to order at 7:30pm by the Mayor. Mrs. Moccia led the prayer and pledge.

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 Carl Beatty, Public Works Supervisor.

DISCUSSION OF TOWN ADMINISTRATOR'S POSITION

Mayor - the purpose of this meeting is to resolve the job description that wasn't completed on Tuesday and to insure compliance with the Charter because some things in this job description were at odds with the Charter. The administrative position came about by resolution, not by ordinance. So, it needs to be worked into an ordinance, which will require a public hearing. Now is the time to make sure the job description and the ordinance have the same thing. Note that the clerk and attorney are in the Charter but the administrator is not.

Suggested changes by Mayor:

2nd paragraph says "in depth knowledge..." strike that first sentence altogether because the budgeting is the clerks duty.

2nd paragraph, 2nd sentence says "responsible for budget proposals", change "responsible for" to "coordinates the proposals and recommends changes" and striking "coordination with the Town Clerk." Certainly the Administrator needs to coordinate the budget but it's the main function of the clerk since treasurer is already in her job description.

Tinio-Borton – thinks coordination is really important and responsibility has to be fixed under one position. Rivet – and that is the clerk.

Rivet – insert under 3rd paragraph, "appraised" should be "apprised".

Mayor – there were typos in a few places. Under Education Professional #1 - "Bachelor 's Degree", "from an accredited....business (add comma), public administration or related field." This is in the ad.

Mayor - Page 2, paragraph 3, Ability..... professional (add L-Y).

Mayor - Page 2, #5 "The ability...work with minimal supervision..." There is no supervisor, per se, except for the Council when they meet. The correct words would be the ability to work without supervision. It's typical of senior

executive management to work alone. Council agrees to keep word “minimal” in there.

Mayor - paragraph 6: has the second sentence at the end, “Professional presentations with poise, (not pose). At the end of the next sentence is jargon. I would just strike that and the part that says, “computerized accounting legally..” I would just go to “In a variety of technical government terminology’s.” Specify in parenthesis these are government engineering, whatever.

Clerk - restates change “Technical and governmental” - In a variety of technical and governmental terminologies.” Council agrees to change.

Mayor - #7, first word, 2nd line should be “statutes” it’s a spelling error. Next is #8 “The ability to work..” traditional and/or extended” is better than “non-standard hours”. Many times you want extended hours not just traditional/standard hours.

Mayor – continued...#9, last word in the first sentence should be plural “relationships”.

Mayor – page 3, paragraph 3, Senior Administrative Officer, the word “meeting” in the second line should be plural, “meetings.”

Mayor – under Finance and Budget I would remove that whole “Finance and Budget” and 1, 2 and 4. Just make Paragraph 5 Paragraph 6. “Executing contracts.....” is not really a Finance/Budget responsibility.

Mayor – delete paragraph 1 under “Finance and Budget” and delete paragraph 4 under “Finance and Budget” and delete 2 but just re-label as paragraph 6. Paragraph 5 becomes 7. Clerk should be responsible for making sure it complies with the statutes and accounting practices. And she’s trained in that; we’re not looking for someone who’s trained in accounting. Then, paragraph 6 on the next page becomes 8. Mayor – 6 becomes #8 on the next page. These are all his changes.

Mayor – in ordinance 95-3 did we specify any duties or functions? Clerk - Ordinance 95-3 was never signed.

Mayor – we don’t have an ordinance establishing an administrator. We need to have the attorney draw up an ordinance that matches the functions and duties of this creating Administrator’s position because we didn’t formally have an Administrator.

Rivet – reiterates the ordinance will create the position and contain this job description.

Mayor – the job description can be separate, doesn’t have to be part of the ordinance. That way the job description can be changed. If time allows we can kick it around and talk to the attorney about it at the next meeting.

Rossman – asks if Council directed Bohne to tighten up the comp plans and the charter. Moccia – recalls, also, asking attorney to redo comp plan.

Mayor – the Charter can only be amended by a vote of the entire Town. Council has no authority to change the Charter.

Moccia - inquires about attorney’s position being added to the comp plan. Mayor – didn’t think positions had to be in the Comprehensive Plan, since it deals with land use. If long-term, permanent functions are added to the Town then positions should probably be added. It’s perfectly appropriate to add it to the

Charter at the next amendment of the Charter. A Charter Review Board was created for the current Charter and there were changes in '95 so it's been 7 years since the Charter was amended.

Discussion by Council – of page 1, paragraph 2. The new administrator needs to have understanding of finances; must coordinate budget with the Clerk.

Rivet – sums up consensus of Council. It's pretty rigorous, not overly detailed. Getting through it with minor edits attests to the quality.

Mayor – the only other issue is aligning this to the Charter and creating the position of the Administrator legally.

Comments by Council followed:

Rossman – thought the evaluation was a record job description. Suggests to cut and paste everything on, put the numbers to it. You can only evaluate a person by what you ask of them.

Mayor – likes written comments on each other. Is used to seeing a description of the position and a rate scale of 1-2-3-4-5. Comments are required if you rate above standard, top level, or 4. There should be a line for narrative under each item. Mayor - If you rate "outstanding" explain why.

Rossman – we need something quick, simple, and clear.

Mayor – we should add if it's less than average or above average, or rate it excellent or below average.

Rossman – goals, recommendations, actions, and time frames are needed. An employee can write what he chooses at the bottom. An "excellent" mark needs explanation/reason for doing so.

Mayor – feels there should be a below standard as well. A comment made with the rating for each paragraph allows it to be small/limited.

Summary – in redoing the evaluation, after each paragraph draw a line, for a comment or two. That's all that's needed for each item.

Other Comments:

BREVARD WATER SUPPLY BOARD

Kabana – needs Malabar rep to sit on Board at meeting on Monday morning from 10-12 noon. Topic – proposed County Water and Sewer District - Consensus of Council to have Moccia be the rep.

TAC/CAC

Kabana – the Metropolitan Planning Organization has a recommending committee that holds a lot of recommending power called the TAC/CAC (Technical Advisory Committee/Citizen Advisory Committee). It's made up of technical people and citizens throughout Brevard County. They recommend how the MPO should spend funds and what projects they should work on. We have one member on the TAC and that was Bill Hall. You made a motion at the last Council Meeting, I sent a letter to the MPO then, who had a meeting today, and they nominated Bob Rossman to sit on their Committee. It's just like our Council nominating someone to sit on a committee. Rossman assured Kabana he will be at the August 9th meeting because that is their big once a year project budgeting

meeting. It's a very important meeting.

BOY SCOUT REP

We need a rep for the Boy Scouts of America that are chartered by the Town.

ADS FOR TOWN ADMINISTRATOR

Kabana led discussion of price list for ad that each member was given. Council wants to delete the ad in Orlando Sentinel.

Mayor – suggested Clerk run ad if something looks good to target or is free. Kabana – journal, ICMA, and League of Cities are on-line.

Mayor – Brevard County newspaper and one of the free ads like American Job Bank is good.

PAVING

Clerk – asked about wanting to pave Old Mission and west end of Atz in October and using the same vendor and process if possible.

Beatty – wants to research what the problems are and find out who other vendors are. Then he'd like to take the day off (without pay, if necessary) go to the County that's doing it themselves.

Withers - (audience): Their committee researched this and went to St. Cloud. A little background: What was put down on Atz was larger rock than what they use now. If you go to Atz you can see where the original road is stripped down and where they went back and patched it. Now a lot of the patchwork is not from the road but because the base gave way. Contractor was nice enough to come back and do it. Hall Road is holding up fairly well.

The reason that we chose this process is that what we have now was #1- cheap, and #2- no permits were required to use it.

Mayor – states the Town will benefit from Carl going to another County to get started on this process to see how they're doing it to learn.

Beatty – he was led to believe that we were looking at a process that would have a life of 8-10 years. Problem was the way it was applied. Heavy machines sinks if the roadbed can't support it. Then the paving job is very poor.

Rossman – citizens were promised roads would be paved in September. Council needs to start doing and needs answer back to make a decision. Citizens need to be informed if there is a change. Also, citizens were concerned because they didn't have the little entrance to the driveways paved. Carl took care of that by feathering the pavement into the dirt.

Kabana – the former administrator budgeted for capping the pavement in Country Cove. She has a quote to be put into the budget. Brook Hollow and Corey Road have been recapped.

DOCUMENTS

Moccia – has a packet she wants to note is public record, she had this approved through Bohne. Contains information involving Town documents that were found.

Mayor -This is a special meeting to discuss specific issues. Under the terms of the Charter that's the only thing we can discuss.

SPEAKERS CARD:

Stuart Borton – agrees that the supervisor should be added to all the positions not just the Clerk. The Administrator is the supervisor and needs to be able to supervise the job, even though he may not be an accountant, he should be responsible for that.

Mayor – the only thing taken out was the accounting because that's not the responsibility of the administrator.

ADJOURNMENT

Meeting adjourns at 9:00 pm.

BY:

Mayor Phil Crews, Chair (on 7/11/02)

Chair Bobbi Moccia (on 6/16/03)

ATTEST:

Susan Kabana, CMC
Town Clerk/Treasurer

DATE:
