

# TOWN OF MALABAR

TA SELECTION  
COMMITTEE WORKSHOP  
THURSDAY, JULY 09, 2015  
7:30 P.M.  
MALABAR TOWN HALL  
2725 MALABAR ROAD  
MALABAR, FLORIDA

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## AGENDA

- A. CALL TO ORDER, PRAYER AND PLEDGE
- B. ROLL CALL
- C. WORKSHOP ACTION:
  - 1. Finalize Questions for Interview
- D. ADJOURNMENT

**PLEASE NOTE THAT ALTHOUGH THE PUBLIC IS ALWAYS INVITED TO ATTEND ANY PUBLIC MEETING HELD, DURING A WORKSHOP THE PUBLIC IS NOT ALLOWED TO SPEAK. WORKSHOPS ARE INTENDED AS "SHIRTSLEEVE" MEETINGS WHERE COUNCIL DISCUSSES TOPICS INFORMALLY IN ORDER TO ACHIEVE A BETTER UNDERSTANDING.**

**WORKSHOPS ARE NOT FORMAL LEGISLATIVE MEETINGS; THEREFORE, NO OFFICIAL ACTION CAN BE TAKEN. IN ORDER TO ALLOW SOME UNDERSTANDING OF THE STATUS OF DISCUSSION ITEMS, UNOFFICIAL "STRAW VOTES" MAY BE TAKEN TO DETERMINE THE SENSE OF COUNCIL**

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 Town Clerk at 727-7764 at least 48 hours in advance of this meeting.

## MALABAR TA SELECTION COMMITTEE WORKSHOP MEETING

June 29, 2015

7:30 PM

This meeting of the Malabar Town Council was held at the Malabar Town Hall, 2725 Malabar Road, Malabar, Florida.

### A. **CALL TO ORDER:**

The meeting was called to order at 7:33 pm by Chair Carl Beatty. P&P were said by Committee Member Wayne Abare.

### B. **COUNCIL:**

COUNCIL CHAIR:

MAYOR CARL BEATTY, *not present*

VICE-CHAIR:

MARISA ACQUAVIVA, *excused*

COUNCIL MEMBERS:

GRANT BALL

ACTING CHAIR:

BRIAN VAIL

DON KRIEGER, *was present and left to see*

*if he could locate the Mayor. He received a call while he was out; could not return to the meeting so he was marked excused from the meeting.*

COMMITTEE MEMBERS:

DICK KORN

BOB WILBUR, *excused*

JOHN SEYBOLD

DAVID STACK

LIZ RITTER

WAYNE ABARE

BUD RYAN, *left meeting at 8:40 pm*

JOE MANCINI, *excused*

TOM TAYLOR

KARLENE CONROY

PATRICIA FOSTER

SKIP HARD

HANS KEMMLER

DEBBY FRANKLIN, *excused*

CYNTHIA KELLEY

TOWN CLERK/TREASURER:

DEPUTY TOWN CLERK

### C. **WORKSHOP ACTION:**

#### 1. **Finalize Questions for Interview**

Seybold stated he had some questions; CM Vail asked that they be held until the end. Taylor asked about all the duplicate questions; DTC Kelley stated that she put all the questions received from each Committee member. It will be up to the Committee to go through the questions and "weed" them out and re-categorize them if they so choose to do so.

Conroy stated she had a question regarding the health insurance but wasn't sure if it could be asked. She wanted to know, since the Town provides health insurance for the employees, if we could ask an applicant if they are a smoker. CM Korn stated that it is a group insurance policy; DTC Kelley stated that she has never completed any forms regarding health issues regarding the health insurance the Town provides. CM Vail stated that this could be a legal issue and we can't ask that type of question. Conroy also asked about the life insurance policy and if it had been eliminated. DTC Kelley stated the additional insurance policy for the TA had been eliminated; CM Korn asked if they knew the history behind this. DTC Kelley stated she didn't know but he could provide the information if he wanted to. CM Korn stated the additional life insurance policy had been provided to the previous TA because he had excellent insurance provided by the US government as retired military. When the contract for the current TA was signed, this second policy was inadvertently left in; it has since been removed for the new TA that will be coming on board with the Town.

Kemmler asked how long the interviews would be; how many questions do we need to have in place? Vail stated we need to boil them down to, at most, 20 to 25 important questions.

Abare stated he wanted to make some general comments prior to going through the questions. When the Council put the ad together for the position, it was very vague. The Committee instructed TC Franklin to send out the full job description to each applicant and to place it on the websites with the ad as well. In doing so, we have changed the job qualifications; we must be fair to all the applicant and review each and every one. The full job description now calls for a BA degree and 9 years' experience in the field. If the applicant doesn't have these qualifications met, they don't meet the job description. He is not saying that the Committee did anything wrong, but we have to play by the new rules. We have a herculean task here to hire a new TA. Abare stated that the current TA is the HR person for the Town; Mayor Beatty stated to choose a Chair and Vice-Chair at the last workshop and that wasn't done. Abare has an idea and would like the committee to vote on it. The person best to help with this process would be TA Wilbanks; she knows the job and the questions that need to be asked of the applicants. He felt she should facilitate these meetings and assist with this process.

Ryan stated that he disagreed with Abare; several people felt the same. CM Vail stated that Abare had the floor and to let him finish his thoughts. Abare stated that he felt she, TA Wilbanks, could do this and he has spoken to her about it. She is in agreement to help if the Committee would like her to. Ritter asked if she could come up with the questions for the Committee. Abare stated that she more than likely could.

CM Korn stated that there is a reason we are meeting this evening. We are here to make a change. There has been several people (residents) that want a change as well. He doesn't think she's qualified to speak for the Town; she doesn't know the Town or the residents. Ritter state that it wouldn't hurt to have her come up with the questions needed for the positon. Taylor stated, after 8 years, she's done very little for the last 3 years. We need to get progressive in the hunt for the new TA.

**MOTION: Abare/ moved to have TA Wilbanks facilitate the workshop meetings, not as a voting member, to guide the Committee towards the selection of the new TA.**

MOTION DIES FOR LACK OF A SECOND.

At this time, the Committee started working on the questions. They started with the category of General questions and worked their way through the list. DTC Kelley kept the votes of each question with the Aye/Nay votes.

Ryan received a phone call and stepped out of the Council Chambers at 8:27 pm; he returned to the meeting at 8:36 pm. Ryan left the meeting at 8:40 pm for the evening.

The Committee continued working on the questions. At the end, it was suggested to have another workshop for the Committee to review the remaining questions once more. The date suggested was Tuesday, July 7<sup>th</sup> at 7:30 pm. DTC Kelley asked to speak; stating there is a Council meeting on the 6<sup>th</sup> of July and you want a workshop on the 7<sup>th</sup> as well. With staff out of the office on Friday, the 3<sup>rd</sup>, it will be very hard to get two packages out at one time. Would the Committee think of moving the workshop to the 9<sup>th</sup>? CM Korn stated he would not be able to make the workshop on the 9<sup>th</sup>. DTC Kelley stated that the packet should be out by Tuesday; he could email her with his comments and she would make sure that everyone on the Committee was made aware of his input. DTC Kelley also stated that the Committee needs to be mindful of the calendar as Council will be having budget workshops coming up as well. She is thinking of everyone here this evening but she is also thinking of staff and the time it takes to put the information together for each meeting. It would be most helpful if they could consider the 9<sup>th</sup> for the workshop. It is the general consensus of the Committee to have the workshop on the 9<sup>th</sup>.

Another workshop was set for July 16<sup>th</sup> as well; this workshop will be for the Committee to go through their findings for the applications received. With the telephone interviews being held between 7/16-7/19/15, the Committee needs time to go through them and make their recommendations to Council.

CM Vail stated, with the way the information is coming in and being reviewed, we may need to let the applicants know that the phone interviews may need to be put off for a little bit so we aren't rushed into anything.

It was suggested and the general consensus of the Committee to put another workshop for the 21<sup>st</sup> of July on the calendar. If it is needed, the date is already saved and we don't need to "look" for a date that may not be available. There is also a workshop scheduled for the 27<sup>th</sup> of July; this is also on the calendar and will be used only if necessary.

Ritter stated she didn't like the scoring sheets and asked if they could be changed. CM Korn stated he didn't feel comfortable using them and asked where they came from. DTC Kelley stated that they came from the Clerk's office; we were trying to put something together as a helpful tool for the Committee based on conversations and what you were looking for in the applications.

Abare stated, with the time frame, he has placed the out town people at the bottom of the list. It could take some time to put someone from out of town into the position and he stated he is looking at the local people first. CM Korn stated that he intends to bring up at the next Council meeting the interim time that we may not have a TA and who needs to fill that function. Conroy stated that it's in the Code; if the TA isn't here, it is up to Council to take care of the daily duties of the Town. CM Korn stated that Council still needs to address this and assign someone whether it be a staff member or a Council member or someone else.

CM Vail stated that the Committee needs to take their time and get the person that they want for the job. Council needs to have a plan. Seybold stated we need to take some time and not rush into anything. Conroy asked if the Committee will be addressing the contract for the TA. DTC Kelley stated that part of the process is up to Council; CM Vail stated that this is a legal contract and if anyone on the Committee would like to come to the open meetings and express their thoughts or opinions, they may do so.

Hard stated that someone who is local will be more up on what has been going on in and around the Town. CM Vail stated he is in agreement but it will be up to the applicants. Taylor stated that a lot of people have been let go from Palm Bay recently; the question of why you left your prior position should be double underlined. CM Korn stated that some new leaderships want their own people in place. CM Ball stated that we are all saying the same thing; location and history is important as well as qualifications. We need to look at all the aspects of the hiring process.

Conroy asked about some of the applicant's information being blacked out. DTC Kelley stated that those people are or were in the law enforcement, fire-fighting or public health fields and their information is to be redacted by State laws. CM Ball stated when the new TA comes in and if they were one of those people, their information would then be public. DTC Kelley stated that they are exempt for life (*NOTE: after retirement, they must request exemption in writing*). CM Korn asked how we are supposed to truly know if they were in those fields. Seybold stated their resumes have their work history listed.

CM Vail stated the phone interviews should be shorter and we should have about 12 people; then from there it should be narrowed down. DTC Kelley stated that when it comes time for the interviews, anyone from out of state will be provided \$450 towards travel expenses and applicants within the state will be provided \$150 towards travel expenses. She stated that this was told to Council and they didn't dispute or change any information; this is what they came up with and it will be provided for this go round of applicants. CM Vail commented on the phone interviews; if we have issues getting 12 to 15 people, we can postpone the interviews due to a turn in the process. Once we boil the applications down, we will postpone so we aren't rushed. We will need to extend the phone interviews. Seybold stated he has a sense that we may be moving too fast; need to work on the questions and get them in

line. CM Vail stated to keep the phone interviews to a 1/2 hour to 45 minutes. CM Korn stated that Mayors Beatty and Crews should have a say in this; don't want to put constraints on them.

Seybold asked the Committee to think about adding a question of "Do you have any questions for us". DTC Kelley stated that was in there and then removed before you saw the list of questions; she added it back into the mix. The question of salary came up; CM Vail stated the ad said DOQ. However, we need to know if they have a figure in mind and aren't willing to take less. Hard stated that you may have someone who needs a job and takes the position. CM Korn stated we have a base salary of \$69,000 with a \$600/month car allowance. Some of the resumes are showing around that much or less. Taylor stated to do away with the phone interviews and use the computer. Conroy stated you can do face-time or skype. She also said we need to keep in mind the size of the town when it comes to the salary. A copy of the contract for Sebastian was sent out; they have a much larger city and citizenship than we do and are paying over \$100,000 in salary and benefits for the City Manager. "What are your salary constraints?" should also be a question that is asked of the applicants as well.

**D. ADJOURNMENT**

CM Vail, without any further discussion, asked for a motion to adjourn.

**MOTION: Foster / CM Ball moved to adjourn the meeting. VOTE: All Ayes.**

This meeting adjourned at 9:17 pm.

BY: \_\_\_\_\_  
Mayor Carl A. Beatty, Council Chair

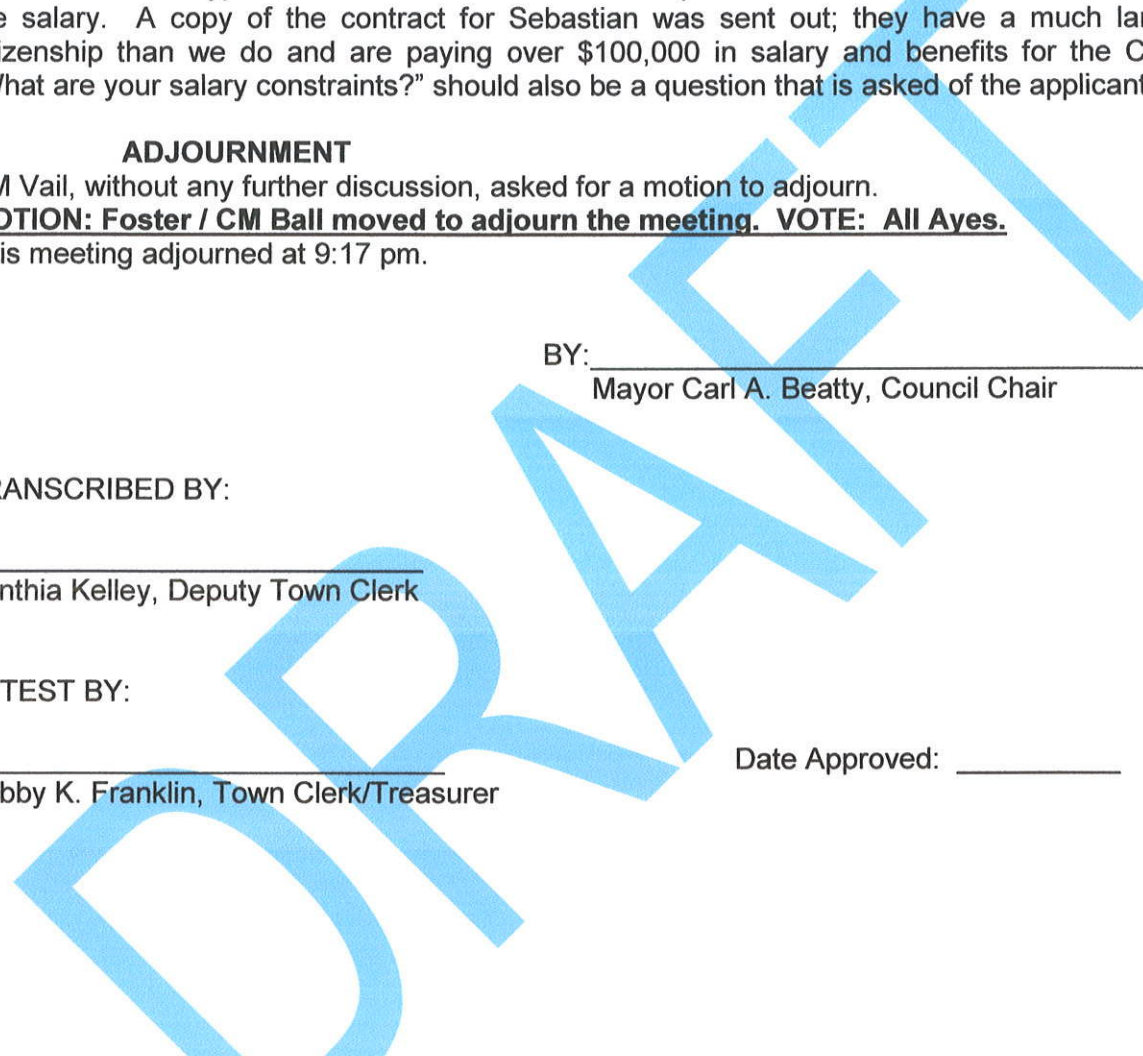
TRANSCRIBED BY:

\_\_\_\_\_  
Cynthia Kelley, Deputy Town Clerk

ATTEST BY:

\_\_\_\_\_  
Debby K. Franklin, Town Clerk/Treasurer

Date Approved: \_\_\_\_\_



**TOWN OF MALABAR  
AGENDA ITEM REPORT**

**AGENDA ITEM NO: 1**  
**Meeting Date: July 09, 2015**

**Prepared By: Cynthia Kelley, C.M.C., Deputy Town Clerk**

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**SUBJECT: Finalize Questions for Interview**

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**BACKGROUND/HISTORY:**

At the TA Committee Workshop of June 29, 2015, the Committee went through the questions provided by the members. After going through each category, the Committee asked DTC Kelley to re-do the listing taking out all questions removed from the list. This list will be reviewed once again and the Committee will provide two to three questions each for the final list of interview questions.

**FINANCIAL IMPACT:**

N/A

**ATTACHMENTS:**

Amended List of Questions from TA Selection Committee Members

**ACTION OPTIONS:**

Discussion by TA Selection Committee

### General Questions:

1. If this job is offered to you, would you be willing to relocate to Malabar? If not, why? Ayes = 7; Nays = 6
3. Why did you apply for this position? Ayes = 7; Nays = 6
9. What computer experience do you have? What programs do you often use? How have they made you more proficient? Ayes = 9; Nays = 4
10. What was your purpose for leaving your current position and what prompted the job change? Ayes = 11; Nays = 2
11. We've lined up several candidates who are qualified for this position; why should we hire you over all the others? Ayes = 8; Nays = 5
12. Describe your understanding of Florida's Sunshine Law (open meetings, ethics and public records). All Ayes
24. When would you be available to start the position with the Town? All Ayes
25. What is your single most innovative accomplishment in City/Town government? Ayes = 7; Nays = 6
31. What attracted you to this position? Consensus with Ayes
45. Is there anything in your background that would be an embarrassment to the Town? Ayes = 8; Nays = 5
46. What issues do you see the Town of Malabar facing in the next 3 to 4 years? Ayes = 7; Nays = 6
54. Do you have any questions for us?
55. What are your salary requirements?

### **Management Questions:**

2. What is your management style? What size organization have you managed (budget amount; number of employees)? All Ayes
4. How would you describe your communications skills with Council Members? Ayes = 7; Nays = 6
5. How would you communicate with your staff (memos, meetings, emails)? Ayes = 8; Nays = 5
6. What do you think your priorities would be for the first 3 months/6 months/year? Ayes = 7; Nays = 6
8. How would you handle politically sensitive issues with Council, staff and the general public? Ayes = 10; Nays = 2
16. What is the single most difficult experience with a citizen you ever resolved? Explain your conflict resolution training/skills/experience.
17. How much interaction with officials at the state/federal (FEMA) level do you have? Ayes = 12; Nays = 1
21. What is your experience with land use planning & zoning to guide land development? Ayes = 10; Nays = 2
22. What is your opinion about working with a Strong Council form of government? Ayes = 9; Nays = 4
23. What would you do with an individual who is very angry and complaining? Ayes = 7; Nays = 6
26. Have you ever had to fire an employee? Ayes = 12; Nays = 1
29. Are you comfortable reporting to a 5-member Town Council plus a Mayor as your supervisor? Ayes = 10; Nays = 3



30. Are you comfortable dealing with the public (complaints, dispute resolution, etc.)? Ayes = 11; Nays = 1
34. Malabar promotes itself as "Rural living at its best" and is proud of the living characteristics such as found in Districts 3 & 4 and other RR65 zoned areas; and yet it has significant neighborhoods such as Country Cove, Brook Hollow and Rocky Point that are much more suburban in nature but still very much a part of Malabar. We also have, what I refer to as old-time village east of Marie Street and North of Malabar Road and the corridor along US 1 which has some large home sites and other parcels alongside businesses. Given this diversity, how would you envision maintaining the rural living character of the Town as we grown into the future? Ayes = 8; Nays = 5
35. We are looking for a Town Administrator rather than a Town Manager. Do you understand the difference and are you willing to devote your energy and initiative to enabling, enacting and administering the specific will of the Council? If so, what would be your reaction if Council were to direct an action you disagreed with or were uncomfortable with? Ayes = 9; Nays = 4
36. Would you be open to all the residents of our town to discuss whatever is on their mind when they come to see you? Are you willing to work with them toward a resolution if it is a problem or give serious consideration if it is a suggestion? Ayes = 8; Nays = 5
40. One of the job requirements is to act as the information officer of Town government in and before the general public.  
c.) What do you consider the most effective way to keep residents informed?  
d.) Do you believe information provided should be in advance rather than after the fact so that residents can be more fully involved in matters of their town? Ayes = 8; Nays = 5
41. We have a town website and a newsletter that is mailed out erratically. Have you looked at them? How would you improve their function for keeping residents advised of Town matters? Ayes = 12; Nays = 1

~~42. The Town Administrator directs and supervises the administration of all Town offices, departments and agencies of the Town which are under the legislative direction of the Town Council. I've heard Council say that the Fire Department and Public Works are two of these departments; no one has specifically said the Building Department, yet I've been told that the Building Department falls under the Town Administrator's duties. Therefore, regarding the Building Department, I have these questions:~~

~~d.) How would you handle a potential buyer who approached your for help in acquiring property in Malabar?~~

~~e.) How would you handle this buyer if he/she offered you compensation or favors in return for your help?~~

~~f.) What would you do if you suspected or discovered another town employee was not following proper protocol regarding acquisition of property in Malabar by an individual or investment group? Ayes = 6; Nays = 7~~ **COMMITTEE WANTS TO KEEP THIS QUESTION IN MIND**

43. The Town Administrator reports to the Council.

c.) Do you think it's important that all Council members be made aware of important issues concerning residents or town business?

d.) If you're not sure how to handle or how to proceed with a matter, would you seek out one council member for an answer or multiple council members for a consensus decision? Ayes = 9; Nays = 4

47. Describe your conflict resolution abilities. All Ayes

48. What experience do you have in municipal government? Ayes = 11; Nays = 2

51. What experience do you have in human resource management? Ayes = 11; Nays = 2

52. Are you comfortable intervening with two or more property owners concerning Town code enforcement where somebody is going to lose? All Ayes

53. Do you have experience in town management? Ayes = 12; Nays = 1

### **Budget Questions:**

7. Please provide some examples of your work experience handling budgeting. All Ayes
28. Have you been able to identify savings and reduce a budget? Ayes = 8; Nays = 5
54. Do you have experience putting contracts out to bid and do you understand the process? Ayes = 10; Nays = 3
37. What is your experience in budget development? Ayes = 8; Nays = 5
39. Please give a detailed account of your experience in finance/budgeting for an organization. Ayes = 9; Nays = 4
44. What is your experience with preparing budgets? Would you consider yourself more concerned with the bottom line or ease in achieving the end goal? Ayes = 7; Nays = 6
49. What experience do you have in municipal accounting and budgeting? Ayes = 7; Nays = 6
50. Have you prepared Town or City annual budgets? Ayes = 11; Nays = 2

### Grant Questions:

7. Please provide some examples of your work experience handling grant administration. Ayes = 10; Nays = 3
14. Do you know what types of grant opportunities Malabar could/should apply for that most small towns have been successful in receiving from other agencies? Ayes = 12; Nays = 1
15. What was your most successful financial or grant related accomplishment? Provide examples of either direct or oversight grant writing experiences. Ayes = 11; Nays = 2
37. What is your experience in grant administration? Ayes = 8; Nays = 5
39. Please give a detailed account of your experience(s) in Federal and/or State grant compositions; please include your success rate. Ayes = 12; Nays = 1

**Civic Questions:**

13. What recreation activities, expansion or development projects have you been directly involved in? Ayes = 7; Nays = 6

### **Fire Dept. Questions:**

18. What is your direct experience with public safety operations including fire-fighting/fire rescue, safety and emergency response? Ayes = 11; Nays = 2
  
20. Do you have experience with Fleet Maintenance? If so, how large was the fleet and what was the budget for this? Ayes = 10; Nays = 3

**Public Works Questions:**

20. Do you have experience with Fleet Maintenance? If so, how large was the fleet and what was the budget for this? Ayes = 9; Nays = 4
  
32. Please give information on your experience over-seeing Public Works Departments. Ayes = 9; Nays = 4



### **Stormwater Questions:**

19. Please give information on your experience over-seeing stormwater utility functions and dirt road maintenance. Ayes = 12; Nays = 0
  
38. With flooding and drainage being a big issue in Malabar, what experience do you have in resolving this type of problem? Ayes = 10; Nays = 2

**SUB CATEGORIES  
REFERENCE NUMBERS # ON  
MASTER LIST**

# **MASTER LIST OF QUESTIONS**

## **Town of Malabar**

### **TA Selection Committee Meeting 07/09/15**

#### **TA Interview Questions for Potential Candidates:**

1. If this job is offered to you, would you be willing to relocate to Malabar? If not, why?
2. What is your management style? What size organization have you managed (budget amount; number of employees)?
3. Why did you apply for this position?
4. How would you describe your communications skills with Council Members?
5. How would you communicate with your staff (memos, meetings, emails)?
6. What do you think your priorities would be for the first 3 months/6 months/year?
7. Please provide some examples of your work experience handling budgeting and grant administration.
8. How would you handle politically sensitive issues with Council, staff and the general public?
9. What computer experience do you have? What programs do you often use? How have they made you more proficient?

10. What was your purpose for leaving your current position and what prompted the job change?
11. We've lined up several candidates who are qualified for this position; why should we hire you over all the others?
12. Describe your understanding of Florida's Sunshine Law (open meetings, ethics and public records).
13. What recreation activities, expansion or development projects have you been directly involved in?
14. Do you know what types of grant opportunities Malabar could/should apply for that most small towns have been successful in receiving from other agencies?
15. What was your most successful financial or grant related accomplishment? Provide examples of either direct or oversight grant writing experiences.
16. What is the single most difficult experience with a citizen you ever resolved? Explain your conflict resolution training/skills/experience.
17. How much interaction with officials at the state/federal (FEMA) level do you have?
18. What is your direct experience with Public Safety operations including fire-fighting/fire rescue, safety and emergency response?
19. Please give information on your experience over-seeing stormwater utility functions and dirt road maintenance.
20. Do you have experience with Fleet Maintenance? If so, how large was the fleet and what was the budget for this?

21. What is your experience with land use planning & zoning to guide land development?
22. What is your opinion about working with a Strong Council form of government?
23. What would you do with an individual who is very angry and complaining?
24. When would you be available to start the position with the Town?
25. What is your single most innovative accomplishment in City/Town government?
26. Have you ever had to fire an employee?
27. Describe your budgeting experience.
28. Have you been able to identify savings and reduce a budget?
29. Are you comfortable reporting to a 5-member Town Council plus a Mayor as your supervisor?
30. Are you comfortable dealing with the public (complaints, dispute resolution, etc.)?
31. What attracted you to this position?
32. Please give information on your experience over-seeing Public Works Departments. Ayes = 9; Nays = 4

33. Do you have experience putting contracts out for bid? Do you understand the process?
34. Malabar promotes itself as "Rural living at its best" and is proud of the living characteristics such as found in Districts 3 & 4 and other RR65 zoned areas; and yet it has significant neighborhoods such as Country Cove, Brook Hollow and Rocky Point that are much more suburban in nature but still very much a part of Malabar. We also have, what I refer to as old-time village east of Marie Street and North of Malabar Road and the corridor along US 1 which has some large home sites and other parcels alongside businesses. Given this diversity, how would you envision maintaining the rural living character of the Town as we grown into the future?
35. We are looking for a Town Administrator rather than a Town Manager. Do you understand the difference and are you willing to devote your energy and initiative to enabling, enacting and administering the specific will of the Council? If so, what would be your reaction if Council were to direct an action you disagreed with or were uncomfortable with?
36. Would you be open to all the residents of our town to discuss whatever is on their mind when they come to see you? Are you willing to work with them toward a resolution if it is a problem or give serious consideration if it is a suggestion?
37. What is your experience in the following: budget development and grant administration?
38. With flooding and drainage being a big issue in Malabar, what experience do you have in resolving this type of problem?
39. Please give a detailed account of your experience(s) in the following areas:
  - a.) Financing and budgeting for an organization
  - b.) Federal and/or State grant compositions; please include your success rate

40. One of the job requirements is to act as the information officer of Town government in and before the general public.
- a.)What do you consider the most effective way to keep residents informed?
  - b.)Do you believe information provided should be in advance rather than after the fact so that residents can be more fully involved in matters of their town?
41. We have a town website and a newsletter that is mailed out erratically. Have you looked at them? How would you improve their function for keeping residents advised of Town matters?
- ~~42. The Town Administrator directs and supervises the administration of all Town offices, departments and agencies of the Town which are under the legislative direction of the Town Council. I've heard Council say that the Fire Department and Public Works are two of these departments; no one has specifically said the Building Department, yet I've been told that the Building Department falls under the Town Administrator's duties. Therefore, regarding the Building Department, I have these questions:~~
- ~~a.)How would you handle a potential buyer who approached your for help in acquiring property in Malabar?~~
  - ~~b.)How would you handle this buyer if he/she offered you compensation or favors in return for your help?~~
  - ~~c.)What would you do if you suspected or discovered another town employee was not following proper protocol regarding acquisition of property in Malabar by an individual or investment group? **COMMITTEE WANTS TO KEEP THIS QUESTION IN MIND – AYES = 6; NAYS = 7**~~
43. The Town Administrator reports to the Council.
- a.)Do you think it's important that all Council members be made aware of important issues concerning residents or town business?
  - b.)If you're not sure how to handle or how to proceed with a matter, would you seek out one council member for an answer or multiple council members for a consensus decision?

44. What is your experience with preparing budgets? Would you consider yourself more concerned with the bottom line or ease in achieving the end goal?
45. Is there anything in your background that would be an embarrassment to the Town?
46. What issues do you see the Town of Malabar facing in the next 3 to 4 years?
47. Describe your conflict resolution abilities.
48. What experience do you have in municipal government?
49. What experience do you have in municipal accounting and budgeting?
50. Have you prepared Town or City annual budgets?
51. What experience do you have in human resource management?
52. Are you comfortable intervening with two or more property owners concerning Town code enforcement where somebody is going to lose?
53. Do you have experience in town management?
54. Do you have any questions for us?
55. What are your salary requirements?



# July 2015

## TOWN OF MALABAR

2725 Malabar Road  
 Malabar, FL 32950  
 (321) 727-7764 - office  
 (321) 722-2234 – fax  
[townclerk@townofmalabar.org](mailto:townclerk@townofmalabar.org)

**Notes:**

07/03/15 = Fourth of July

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 TOWN HALL CLOSED	4 FOURTH OF JULY
5	6 Town Council 7:30 PM	7	8 P&Z 7:30 PM	9 TA Selection Committee Workshop 7:30 PM	10	11
12	13 T&G 6:00 PM ----- SCLC Dinner	14 MMA 5:00 PM (only if rains) ----- Council Budget Workshop 7:00 PM	15 Park Board 7:30 PM	16 TA Selection Committee Workshop 7:30 PM	17	18 MMA Qrtly 4:00 PM (only if rains)
19	20 Town Council 7:30 PM	21 TA Selection Committee Workshop 7:30 PM	22 P&Z 7:30 PM	23	24	25
26	27 TA Selection Committee Workshop 7:30 PM	28	29	30	31	

# August 2015

## TOWN OF MALABAR

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 Malabar, FL 32950  
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**Notes:**

No holidays the month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Town Council 7:30 PM	4	5	6	7	8
9	10 T&G 6:00 PM ----- SCLC Dinner ----- Town Administrator Selection Committee Workshop 7:30 PM	11 MMA 5:00 PM (only if rains) ----- Council Budget Workshop 7:00 PM	12 P&Z 7:30 PM	13	14	15
16	17 Town Council 7:30 PM	18 Teen Council 7:00 PM	19 Park Board 7:30 PM	20	21	22
23	24	25 Council Budget Workshop 7:00 PM	26 P&Z 7:30 PM	27	28	29
30	31					