

Special Town Commission Meeting of the Town of Ocean Ridge held on Tuesday, September 9, 2003 at 4:00 PM in the Town Hall Meeting Chambers

The meeting was called to order by Mayor Aaskov and roll call was answered by the following:

Commissioner Bingham	Commissioner Kaleel
Commissioner Pugh	Commissioner Schulte
Mayor Aaskov	

Discuss Expectations and Assumptions

Mayor Aaskov stated that several months ago the Commission discussed having an evaluation of the Town Manager. Mayor Aaskov advised that there was a suggestion for each Commissioner to have individual evaluations with Town Manager Dailey. She stated that the evaluations were completed in July and during the Regular Town Commission Meeting held on August 4th, 2003, Commissioner Schulte requested a Special Meeting be scheduled to discuss the pending issues from the evaluations.

Comm Kaleel stated that his recollection of the Expectations and Assumptions meeting was to discuss those expectations of the Town Manager, Commission and Staff as a whole. Comm Kaleel advised that the Commission needs to clearly define what their expectations and objectives are from Staff.

Comm Schulte stated that he agreed with Comm Kaleel, however, he mentioned that there are items previously discussed with Town Manager Dailey during the individual evaluations that he would like to review.

Mayor Aaskov explained that due to the Sunshine Law the Commission is at a disadvantage because the Commission cannot discuss their individual evaluations among each other. Mayor Aaskov also mentioned that she does not take pleasure in discussing these issues at a public meeting.

Comm Schulte stated that it is not enjoyable for any of the Commissioners, however, he felt there was clear reason to investigate the issues from the evaluations. He also advised that there should be regular evaluations of the Staff. Comm Schulte stated that his comments during his evaluation were not complimentary. He then mentioned that a year ago the Commission was in the process of hiring a new Town Manager and the idea was to find an experienced, competent Town Manager. Comm Schulte felt that both the Commission and Town Manager Dailey had made a mistake and he did not feel Manager Dailey had the experience for the job.

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Comm Pugh stated that he was not here during the hiring of Town Manager Dailey but that he was sure the procedure of accepting applications and interviews took place. Comm Pugh advised that the whole process of being a Town Manager is to exercise control over the community. He also said that the evaluations took place a few weeks ago and he did not feel Town Manager Dailey had been given a full opportunity to do what she needs to do. Comm Pugh stated that he felt the Town had not suffered and that important projects are moving forward. He mentioned that each Commissioner has their own opinion but that Manager Dailey should be reviewed by what she is contributing to the Town as a whole and not just in parts. Comm Pugh added that he did not feel the Commission was acting in a fair and honest way.

Comm Bingham stated that she disagreed with Comm Pugh and felt that the Town Manager was hired at a certain salary because she was supposed to be able to read and review blueprints. Comm Bingham felt that the jobs tasks that the Town Manager was hired to do have been contracted to other companies and people. She mentioned that she felt the salary being paid for the Town Manager was too high for the work that is being done. Comm Bingham also stated that she felt Town Manager Dailey has not taken hold and gotten things done. She stated that no one is supervising the Town Landscaper, Lewis Graham, and that the landscape work is not good and also that there are gray areas of the budget that could be tightened up. Comm Bingham mentioned that she likes Town Manager Dailey but does not feel she is ready to be a Town Manager. Comm Bingham also mentioned that the Commissioners are the protectors of the Town's people.

Comm Kaleel stated that the discussion had taken a different turn than defining expectations. Comm Kaleel agreed with Comm Pugh that a fair opportunity should be given to the Town Manager to make changes accordingly after the Commission has clearly defined what the expectations are for the whole Town and not as individuals. He also mentioned that with the drainage project a lot is being thrown at a small Town Manager. Comm Kaleel stated that the Town has to compete with Manalapan and Gulfstream and cannot pay a salary less than a Police Chief or Town Clerk. Comm Kaleel concluded that nothing has been mentioned that he feels is grounds for termination.

Mayor Aaskov stated that the Town Manager should be riding and observing the Town properties at least once a week. She added that the residents are great and the Town Manager should spend more time being visible and getting to know them. Mayor Aaskov advised that she is happy with Hy-Byrd Inc. for the zoning and building review but feels that some of the Town Managers responsibility has been taken over.

Comm Schulte stated that the Town Manager is comparable to a CEO or Chief Officer and should have moderate understanding of the technical activities. He mentioned that he has previously made efforts to help and give advice. Comm Shulte felt that the agendas should be more meaningful and that the Town Attorney should not be reviewing as many documents.

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Atty Spillias stated that he is very hesitant to get involved in the discussion but stated that a Commission assisting with the administration too closely can create difficulties. He also advised that he reviews most contracts only for legal sufficiency and may recommend changes if needed.

Comm Schulte stated that the senior administrator capabilities should be in place at the time a Town Manager is hired. Comm Schulte felt that the Commission now had a problem because they hired a trainee. He added that if there is a problem a solution should be found and not speculated about.

Comm Bingham mentioned that more possibilities and alternatives should be included in the agenda's. She stated that the Commission is presented without enough backup material. Comm Bingham also stated that the meetings are lasting long because there is not enough information provided.

Comm Pugh stated that it would be helpful if a record is kept of old business to check on the status of pending issues from meeting to meeting.

Comm Kaleel mentioned that former Town Manager Dunham sent memos to the Commissioners with updates on issues and what actions had been taken. Town Clerk Hancsak clarified that the memos and updates were done once a month by former Manager Mathis. Comm Kaleel suggested that Town Manager Dailey tape record her comments and updates on the Town issues and direct staff to type the memos with helpful information for the Commissioners.

Mayor Aaskov agreed that written updates would be helpful and would prevent the Commissioners from calling with questions.

Comm Kaleel stated that the Town Manager should be moderately familiar with the codes, finances and engineering. Comm Schulte advised that the Town Manger does not know the finances and is quick with excuses.

Comm Kaleel stated that he agreed in part with Comm Schulte but felt that a financial expert is not necessary. Comm Kaleel stated enough time should be given to let Manager Dailey demonstrate her competency and abilities. He also mentioned that all the expectations cannot be fulfilled but Town Manager Dailey has been better than previous Town Managers and is not worthy of statements of incompetence.

Town Manager Dailey stated that she has almost twenty years of background in her field and a Master's Degree in Public Administration. She added that she has been involved in putting together award winning budgets and has the competency to make changes if they are wanted. Town Manager Dailey advised that she had not wanted to come in and make changes to documents that the people are used to and comfortable with unless directed by the entire Commission. Town Manager Dailey stated that she can read blueprints but was hired in the middle of a code rewrite and an outside zoning review company had been hired shortly thereafter. She also mentioned that she has been keeping a journal for the

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past month that lists what she is doing outside of her regular duties. Town Manager Dailey stated that she is not an acting Zoning Official however she is heavily involved in the stormwater drainage project, grants, loans, and paperwork which takes as much time if not more than Zoning duties. She mentioned she has been riding in Town at least twice a week during the day and also on her way in to work. Town Manager Dailey stated that she is going to miss a few details but is very capable of getting things done. She said that there are more agenda items than usual which contributes to the lengthy meetings and has made efforts to give as much information as possible. Town Manager Dailey concluded that the Commission only recently conducted evaluations and she is committed to improving on their expectations.

Mayor Aaskov stated that the Budget Meeting would have to begin and Public Comment could be done at the Regular Town Meeting.

Adjournment

Meeting adjourned at 5:00 PM

Attest By:

Town Clerk

Mayor Aaskov

Commissioner Bingham

Commissioner Kaleel

Commissioner Pugh

Commissioner Schulte