

**TOWN OF OCEAN RIDGE**

**AGENDA**



**Sept. 8, 2015**

**9:00 A.M.**

**TOWN HALL – MEETING CHAMBERS**

**TOWN COMMISSION**

Mayor Geoffrey A. Pugh

Commissioner Gail Adams Aaskov

Commissioner Lynn L. Allison

Commissioner James A. Bonfiglio

Commissioner Richard J. Lucibella

**ADMINISTRATION**

Town Manager Kenneth N. Schenck, Jr.

Town Attorney Kenneth G. Spillias

Town Clerk Karen E. Hancsak

Police Chief Hal Hutchins

**RULES FOR PUBLIC PARTICIPATION**

- 1. PUBLIC COMMENT:** The public is encouraged to offer comments with the order of presentation being as follows: Town Staff, public comments, Commission discussion and official action. Town Commission meetings are business meetings and the right to limit discussion rests with the Commission. **Generally, remarks by an individual will be limited to three minutes or less.** The Mayor or presiding officer has discretion to adjust the amount of time allocated.
  - A.** Public Hearings: Any citizen is entitled to speak on items under this section.
  - B.** Public Comments: Any citizen is entitled to be heard concerning any matter within the scope of jurisdiction of the commission under this section. The Commission may withhold comment or direct the Town Manager to take action on requests or comments. The Commission meetings are held for the purpose of discussing and establishing policy and to review such other issues that affect the general welfare of the Town and its residents. Where possible individual grievances should first be taken up with the Town Staff.
  - C.** Regular Agenda and First Reading Items: When extraordinary circumstances or reasons exist and at the discretion of the Commission, citizens may speak on any official agenda item under these sections.
- 2. ADDRESSING THE COMMISSION:** At the appropriate time, please step up to the podium and state your name and address for the record. All comments must be addressed to the Commission as a body and not to individuals. Any person making impertinent or slanderous remarks or who becomes boisterous while addressing the Commission shall be barred by the presiding officer from speaking further, unless permission to continue or again address the Commission is granted by a majority vote of the Commission members present.

**APPELLATE PROCEDURES**

Please be advised that if a person decides to appeal any decision made by the Town Commission with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record includes the testimony and evidence upon which the appeal is based. The Town neither provides nor prepares such record.

Persons who need an accommodation in order to attend or participate in this meeting should contact the Town Clerk at 732-2635 at least 2 days prior to the meeting in order to request such assistance.

**CALL TO ORDER**

**ROLL CALL**

**INTERVIEWS FOR TOWN MANAGER POSITION**

**ADJOURNMENT**

**NEXT SCHEDULED TOWN MEETING(S):  
FINAL BUDGET ADOPTION HEARING SEPT 17, 2015 AT 5:01 PM  
REGULAR TOWN COMMISSION MEETING OCTOBER 5, 2015 AT 6:00 PM**

# Memorandum

**To:** TOWN COMMISSION  
**From:** Karen E. Hancsak, Town Clerk  
**Date:** August 31, 2015  
**Re:** Applicant Interviews/Town Manager

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This memorandum and attachments are similar to the ones used in 1998 and 2006 to assist you with the interviews of the applicants (Short List) on Tuesday, Sept. 8, 2015 with the first interview at 9:15 A.M. and the last at 10:45 P.M. However, the meeting will start at 9:00 AM.

The following suggestions/recommendations are offered relative to the interview format and schedule:

1. Mayor and Commissioners meet promptly at 9:00 A.M. (15 minutes before the first interview at 9:15 P.M.) to review the interview format; for example, what area of questions each Commissioner would feel most comfortable with, who will lead off the interview asking and answering questions, and who will terminate the interview with which questions.
2. Limit interviews to 30 minutes each, allowing time at the end of each to recap individual impressions of the applicant(s). Do not rush or drag out the interviews.
3. Start off interviews with the Mayor introducing Commission members and starting the questioning with generic questions, which will set the stage for the entire interview.
4. Terminate the interview with the Mayor asking questions that relate to availability (starting date) and terms of employment, i.e., compensation and benefits expected.
5. Use questions included on the enclosed attachment, but ask questions which seem natural and with which the Commissioners feel comfortable and relevant.

*August 31, 2015*

6. Conduct interviews on an applicant-friendly, but business-like basis. This will produce the best interview results.
7. Keep notes on each applicant using the enclosed rating schedule if you feel comfortable with it.
8. Bring applicant resumes, profile sheets and any other applicant information which will help you during the interviews.

**ATTACHMENTS:**

- ◆ Schedule of applicant appointments (times)
- ◆ Suggested interview questions
- ◆ Candidate Rating Form

# Memorandum

**To:** TOWN COMMISSION  
**From:** Karen E. Hancsak, Town Clerk  
**Date:** August 31, 2015  
**Re:** TOWN MANAGER INTERVIEWS

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Attached please find a copy of the suggested format and questions provided to the Commission during the last interview process in 1998 and 2006.

The meeting will commence at 9:00 A.M. with the Commission to review the material. I circled the questions that the Commission favored last time.

The interviews are scheduled as follows:

Jamie Titcomb	9:15 A.M.
David Harden	9:45 A.M.
Mark Kutney	10:15 A.M.
Joseph Gerrity	10:45 A.M.

## SUGGESTED INTERVIEW QUESTIONS

1. Describe your background and experience.
2. How does your experience qualify you for this position?
3. How would you describe your management style?
4. How do you view the relationship between the administrator and governing body?  
Also your relationship with department heads/local government staff?
5. What will your first steps be upon assuming responsibility for this position?  
What do you hope to accomplish in the first year?
6. Describe your experience in budget preparation and finance.
7. Describe your experience in personnel and labor relations.
8. What are your strengths and weaknesses?
9. Why are you interested in this position?
10. Why are you leaving your current position?
11. What is your experience regarding Zoning, FEMA, and Land Use?
12. How will you go about assessing the strengths and weaknesses of the organization  
and identifying opportunities to improve?
13. What is important to you in establishing effective working relations with others?
14. How do you approach the planning process? What system do you use to set  
objective and priorities?
15. What techniques have you found to be most successful in assisting local  
government officials establish and implement long and short range goals for the  
community?
16. What experience have you had working on an intergovernmental or interagency  
basis? Have you worked directly with the state and federal governments, councils  
of governments and other units of local government?
17. From your limited vantage point, what do you believe to be the challenges and  
opportunities facing our organization? How is this likely to change in the future?
18. What is important to you in establishing effective working relations with others?
19. To what extent do you believe contact with citizens and citizen groups is  
important? How do you typically handle this responsibility?
20. What are your expectations with respect to compensation?
21. What are your personal interests?

## CANDIDATE INTERVIEW EVALUATION FORM

Candidate's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Interviewed By: \_\_\_\_\_

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### Scoring

Candidate evaluation forms are to be completed by the interviewer to rank the candidates overall qualifications for the position. Under each heading the Interviewer should give the candidate a numerical rating and write specific job related comments in the space provided. The numerical rating system is based on the following:

5 – Exceptional 4 – Above Average 3 – Average 2 – Satisfactory 1 – Unsatisfactory

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**Educational Background** – Does the candidate have the appropriate educational qualifications or training for this position?

Rating: 1 2 3 4 5

Comments:

**Prior Work Experience** – Has the candidate acquired necessary skills or qualifications through past work experiences?

Rating: 1 2 3 4 5

Comments:

**Technical Qualifications/Experience** – Does the candidate have the technical skills necessary for this position?

Rating: 1 2 3 4 5

Comments:

**Administrative and budgetary experience: financial planning, staff supervision, management of resources** – Does the candidate demonstrate the knowledge of these areas necessary for this position?

Rating: 1 2 3 4 5

Comments:

**Leadership Ability** – Did the candidate demonstrate the leadership skills necessary for this position?

Rating: 1 2 3 4 5

Comments:

**Customer Service Skills** – Did the candidate demonstrate the knowledge and skills to create a positive customer experience/interaction necessary for this position?

Rating: 1 2 3 4 5

Comments:

**Communication Skills** – How were the candidate's communication skills during the interview?

Rating: 1 2 3 4 5

Comments:

**Candidate Enthusiasm** – How much interest did the candidate show in the position?

Rating: 1 2 3 4 5

Comments:

**Overall Impression and Recommendation** – Final comments and recommendations for proceeding with this candidate.

Rating: 1 2 3 4 5

Comments:

SPECIAL MEETING HELD BY THE TOWN COMMISSION FOR THE TOWN OF OCEAN RIDGE, FLORIDA, TO BE HELD IN THE TOWN HALL ON MONDAY, MAY 20, 2002, AT 3:00 P.M.

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

Commissioner Aaskov                      Commissioner Schulte  
Commissioner Bingham                  Commissioner Willens  
Mayor Kaleel

#### 1. INTERVIEWS FOR TOWN MANAGER POSITION

Mayor Kaleel commented that there would be six interviews today and he felt that the interview should begin with a brief description of their background and their expectations. At this point the Commission decided what each one would like to ask from a generic list of questions provided to them. These included:

1. Describe your background and experience.
2. How does your experience qualify you for this position?
3. How would you describe your management style?
4. How do you view the relationship between the administrator and governing body? How do you view your relationship with department heads and local government staff?
5. Describe your experience in budget preparation and finance.
6. Describe your experience in personnel and labor relations.
7. What are your strengths and weaknesses?
8. Why are you interested in this position and why are you leaving your present position?
9. How will you go about assessing the strengths and weaknesses of the organization and identifying opportunities to improve?
10. What is important to you in establishing effective working relations with others?
11. How do you approach the planning process? What system do you use to set objective and priorities?
12. What techniques have you found to be most successful in assisting local government officials establish and implement long and short range goals for the community?
13. To what extent do you believe contact with citizens and citizen groups is important? How do you typically handle this responsibility?
14. What is your experience concerning planning and zoning and FEMA issues?
15. What are your personal interests?
16. How would you implement the towns' Mission Statement?

Atty Spillias cautioned the Commissioners not to ask questions regarding sex, age, family and disability.

SPECIAL MEETING OF TOWN COMMISSION ON MAY 20, 2002

Once the last interview was conducted the Commissioners verbally narrowed their choices to Kathleen Dailey and Frank Spence and decided to schedule another interview with both for next week.

ADJOURNMENT

The meeting was adjourned at approximately 7:00 P.M.

ATTEST:

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Mayor Kaleel

\_\_\_\_\_  
Comm Aaskov

\_\_\_\_\_  
Comm Bingham

\_\_\_\_\_  
Comm Schulte

\_\_\_\_\_  
Comm Willens

SPECIAL MEETING HELD BY THE TOWN COMMISSION FOR THE TOWN OF OCEAN RIDGE, FLORIDA, TO BE HELD IN THE TOWN HALL ON WEDNESDAY, MAY 29, 2002, AT 3:00 P.M.

The meeting was called to order at 3:20 P.M. and roll call was answered by the following:

Vice Mayor Aaskov  
Commissioner Bingham

Commissioner Schulte  
Commissioner Willens

It was noted that Mayor Kaleel would be arriving late.

1. 2<sup>nd</sup> INTERVIEWS FOR TOWN MANAGER POSITION

Vice Mayor Aaskov advised that this meeting was being held to re-interview two candidates, Kathleen Dailey and Frank Spence.

Comm Schulte, while absent on vacation, telephoned and advised that he would telephone back at approximately 4:30 P.M. so that he could be part of the discussion regarding the candidates.

Mayor Kaleel arrived at approximately 3:25 P.M.

The Commission asked several questions to each candidate regarding items such as beautification/landscape, their professional strengths/weaknesses, code enforcement, carrying the Town's Mission Statement, zoning, future plans, and favorite and least favorite aspects of their jobs.

Following the interviews, the Commission concurred that both candidates were quite different from each other, however, they both were qualified for the position.

Comm Aaskov commented that she felt Ms. Dailey would be a better fit for the Town and moved that the Town Atty negotiate with her for the position, seconded by Comm Willens. She added that she felt Ms. Dailey presented herself well. She also stated that Ms. Dailey was not afraid to say that she would need to get familiar with zoning review. Comm Bingham stated that she did not feel that Mr. Spence provided an answer regarding plan review. After reviewing her notes, Karen Hancsak advised that once the question was rephrased to Mr. Spence he did state that he could perform the zoning review.

Comm Schulte, via telephone, stated that he felt both candidates were qualified, however, Ms. Dailey's expertise has been more focused in human resources and this would be her first Town Manager position, whereas, he felt Mr. Spence could come on board and do the job well quickly.

SPECIAL MEETING OF TOWN COMMISSION ON MAY 29, 2002

Mayor Kaleel agreed that Mr. Spence had more experience and hands on with a variety of tasks but he felt that Ms. Dailey could also handle the tasks. He added that it narrows down to the best personality match for the Town and he was torn because both could contribute to the Town.

Comm Bingham stated that she felt Ms. Dailey had more vitality and she felt when questioning Mr. Spence it was difficult to get a direct answer.

Comm Willens stated that he felt Ms. Dailey had more of an inclination to get directly involved in a matter where Mr. Spence might delegate duties more. He agreed that she did not have the same experience as Mr. Spence, however, he felt she really wanted the position of Town Manager in a small community. He added that any of his reservations regarding Mr. Spence from the last meeting are now gone.

At this point Interim Town Manager Hancsak distributed the letter and memorandum describing the benefits for Greg Dunham when he was hired. She stated that no one was directed to complete any sort of reference or background check. Mayor Kaleel suggested that the Town Attorney and police perform the appropriate checks.

Comm Aaskov amended her motion to authorize the Town Attorney to begin negotiations with Kathleen Dailey confirming references and completing a background check. Comm Willens seconded the motion.

Motion carried – Yea (4).

Comm Willens moved that the Town Attorney be authorized to negotiate with Mr. Spence if negotiations with Kathleen Dailey fail. Comm Bingham seconded the motion.

Motion carried – Yea (3) (Willens, Bingham, Kaleel)  
Nay (1) (Aaskov)

ADJOURNMENT

The meeting was adjourned at approximately 5:30 P.M.

ATTEST:

\_\_\_\_\_  
Town Clerk

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Mayor Kaleel

\_\_\_\_\_  
Comm Aaskov

\_\_\_\_\_  
Comm Bingham

\_\_\_\_\_  
Comm Schulte

\_\_\_\_\_  
Comm Willens

Special Town Commission Meeting of the Town of Ocean Ridge held on Friday, June 14, 2002 at 8:00 A.M.

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

Commissioner Aaskov  
Commissioner Schulte

Commissioner Bingham  
Mayor Kaleel

It was noted that Comm Willens was absent with notice.

#### ACTIONS AND REPORTS

1. Appointment of Town Manager

The Commission discussed a chart prepared by Atty Spillias depicting the current benefits, Ms. Dailey's current benefits and the proposed benefits. After two telephone conversations with Kathleen Dailey the following benefits were approved by both parties:

1. Starting salary \$70,000, increased to \$75,000 after six months, and \$80,000 after another twelve months.
2. A vehicle will be provided with unrestricted use within the State of Florida – all maintenance and gas provided. The Commission requested that you investigate purchasing a liability policy indemnifying the Town.
3. 100% employee health/dental/disability insurance beginning on the 1<sup>st</sup> of the month following 30 days of employment.
4. 100% of a 100,000 term life insurance.
5. Enrollment in the Florida Retirement System currently at 6.06% and 5% contribution to the ICMA for deferred compensation.
6. The Town provides a flex benefit program and provides \$50.00 per month per employee to apply to the benefit(s) of your choice. Those included are dependent health insurance, dental insurance, and extra vacation time.
7. The Commission approved two weeks vacation plus 5 floating holidays, with one week being banked on your starting date and the other week accruing through the year as opposed to the standard two weeks for the first five years of employment based on a per pay accrual. After October 2003 the vacation will increase to three weeks earned at the normal accrual rate.
8. Sick time is accrued at the rate of 3.08 hours per pay with one week being banked on your starting date. Upon termination one quarter of total accumulated time is paid to the employee based on an 80-day maximum (1/4 equaling 20 days actual pay).
9. 11 paid holidays.
10. If dependent coverage occurs the Town will pay for 50% for dependent coverage or up to \$250.00 per month for a separate policy for dependents.
11. A three-month severance salary would be paid upon termination, increasing to a six-month severance salary after October 2003.
12. Budgeting will be approved for conferences.

13. Cellular phone and lap top computer are provided and paid for by the Town.

Comm Bingham moved to appoint Kathleen Dailey as Town Manager, with the benefits listed above, to start on July 1, 2002. Comm Schulte seconded the motion.

Mayor Kaleel mentioned that the Town Manager's current vehicle is older with excessive mileage and stated that the proposed FY 2002/03 budget would reflect the purchase of a new smaller vehicle.

ADJOURNMENT

The meeting was adjourned at approximately 9:25 A.M.

Attest:

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Mayor Kaleel

\_\_\_\_\_  
Commissioner Aaskov

\_\_\_\_\_  
Commissioner Bingham

\_\_\_\_\_  
Commissioner Schulte