

SPECIAL MEETING HELD BY THE TOWN COMMISSION FOR THE TOWN OF OCEAN RIDGE, FLORIDA, IN THE TOWN HALL ON TUESDAY, SEPTEMBER 8, 2015, AT 9:00 A.M.

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

Commissioner Aaskov  
Commissioner Bonfiglio  
Mayor Pugh  
Commissioner Allison  
Commissioner Lucibella

1. INTERVIEWS FOR TOWN MANAGER POSITION

Mayor Pugh commented that there would be four interviews today and he felt that the interview should begin with a brief description of their background and end with their compensation, time frame, and compensation expectations. At this point the Commission decided that the Mayor would ask the majority of the question/s listed below and then the other Commissioners could ask individual questions. 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?  
Also your relationship with department heads/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?
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. To what extent do you believe contact with citizens and citizen groups is important? How do you typically handle this responsibility?
17. What do you feel are the major duties of the Town Clerk position (given the fact that the current Town Clerk/Treasurer is retiring and Finance will be transferred to your position)
18. What are your expectations with respect to compensation?

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

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Once the last interview was conducted Mayor Pugh asked if there was any public comment.

Robert Sloat, 6550 N Ocean Blvd., Betty Bingham, 1 Ocean Ave., Pat Kropp, 16 Tropical Drive, and Zoanne Hennigan, 91 Island Drive So all provided their insight regarding the candidates. They appeared to favor candidate #1 and #4.

After a brief discussion, the Commission appeared to favor candidate #1 and #4 but also agreed they could submit another short list of 3 candidates from resumes received on or before Sept. 8<sup>th</sup> by noon on Sept. 10<sup>th</sup> if so desired. The item of Town Manager candidates will be added to the Sept 10<sup>th</sup> agenda to discuss any additional interviews or the next step.

On an unrelated matter, pursuant to the Town's employee policies, Atty Spillias requested approval by the Commission to possibly engage in outside work as an expert witness in a court case to be heard in December. It should involve approximately 20 hours of his time. He advised that he would ascertain the actual parties involved in the suit to determine if there was any possible conflicts of interest prior to the Sept 10<sup>th</sup> meeting. There was a consensus of the Commission to permit Atty Spillias to engage in outside work provided there are no conflicts.

ADJOURNMENT.

The meeting was adjourned at approximately 11:45 A.M.

ATTEST:

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Town Clerk

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Mayor Kenneth Kaleel

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Vice Mayor Allison

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Comm Aaskov

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Comm Bonfiglio

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Comm Lucibella