

# CITY COUNCIL MINUTES WORKSHOP

JANUARY 3, 2011

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Mayor Joe LaCascia called the workshop to order at 6:02p.m.

## **ROLL CALL**

Mayor Joe LaCascia, Vice Mayor Trudy Block, Councilor Nancy Adorno (6:13 p.m.), Councilor Blethen, Councilor Kimsey, Attorney Tom Cloud and City Clerk Patricia Jackson.

## **Discussion of Hiring a City Manager**

Mr. Richard "Dick" Simmons and Mark Durbin, who are with the Range Riders, addressed Council regarding the hiring of a City Manager and advertising. Mr. Simmons gave a brief overview of the Range Riders Program, and what they can do to assist the City. They would be willing to review all of the Résumés that come in, rank them, and produce a list of the top 10. When Council started to ask questions regarding a degree vs. no degree, etc., Mayor LaCascia gave Council and the Range Riders a copy of an outline to go through of what the City may want to put in the ad and it was the consensus of Council for the following items to be listed:

- Application deadline – City Manager and City Clerk to determine
- Mr. Simmons gave ideas of where to place the ad and how long to receive them.
- Salary and benefits open based on experience and qualifications
- Applicant to submit salary history and/or salary expectation or requirements
- A professional position responsible to five member City Council for the proper administration of all city affairs, including but no limited to administration, personnel, finance and budgeting, community development, public works, public safety and all water and wastewater utility operations outsourced to municipal contractor. The City's annual budget is \$3.8 Million and currently has 7 full time employees and 3 part time employees

- Experience as City Manager will have preference
- A Bachelors Degree in Public or Business Administration is preferred. Must be able to demonstrate strong financial/budgeting skills
- Minimum of five years experience in a top-level administrative/management position for a city, county, or other government entity
- Strong financial skills and experience a plus
- Applicant must be a resident or become a Polk City resident within a negotiable period of time
- Members of ICMA preferred
- Experience as City Manager or Assistant City Manager will have preference
- Qualified applicants must submit cover letter, resume, salary history and at least three professional references to City of Polk City, 123 Broadway Blvd., SE, Polk City FL 33868, attn: Patricia Jackson, City Clerk or email [patricial.jackson@mypolkcity.org](mailto:patricial.jackson@mypolkcity.org)

Mr. Simmons asked Council to let the Range Riders know if the City would like their assistance. Mayor LaCascia thanked Mr. Simmons and Mr. Durbin for attending and giving Council the benefit of their experience; the City would like to use the experience and expertise of the Range Riders in finding a City Manager.

### **Review of the City Charter**

Mayor LaCascia advised that Councilor Adorno asked for this to be discussed, and asked Councilor Adorno if she would like to review the entire Charter. Councilor Adorno advised she would like to review what is expected of them as Council Members, and make sure everyone is on the same page.

At this time Section C-7, Mayor-Council Members; Vice Mayor, was read by Mayor LaCascia. Under discussion, Councilor Kimsey brought up Item "C" and referred to negotiations that are taking place with the County – will the City be represented by the City Manager or does it say the Mayor is going to. Attorney Cloud then explained what the next steps will be in the negotiations with the County – there will be a public meeting whereby everyone (Council) can say their peace. Should nothing be settled at that meeting, the next step would be mediation, which is not open to the public but is a private meeting. Council can have one member from the elected body there, or not; it is normally the Chief Administrative Office, the City Attorney, the Consultant, and/or staff who attends the mediation. If more than one person from the elected body is present, it opens it up to Sunshine, and Attorney Cloud doesn't advise that happen. Councilor Kimsey asked if that means the Mayor

represents the City rather than the City Manager. Attorney Cloud advised the City Council can decide who they want at the meeting to speak on behalf of the City. Attorney Cloud informed Council that whatever comes out of mediation has to come back to the City Council. Kimsey advised he was using that as a hypothetical situation. Attorney Cloud advised the City has a strong City Manager form of government under the Charter; there is nothing to prevent Council delegating who they want to be in meetings; a decision cannot be made at that meeting. Mayor LaCascia advised he has not been involved in any of the negotiations; he is interested in what is best for the City. He advised the Acting City Manager has been in all the meetings representing the City, and he has no knowledge other than what Council knows. He is not withdrawing from responsibilities, but he hasn't met or spoke to them. Councilor Kimsey asked if it was the Mayor's responsibility to be there; he was advised no. Attorney Cloud advised it doesn't strip away Council's power to decide who they want to be there, unless it is in the Charter. It says he signs contracts.

Councilor Adorno brought up Section C-21, Powers and duties of Town Manager – some residents may not understand scope, and it is in the Charter.

Councilor Adorno then referred back to Section C-7 (c) whereby it talks about the Mayor-Council Member not having administrative duties. Attorney Cloud advised it means they are not supposed to interfere with the City Manager. Some discussion followed regarding going to employees and asking questions, but not directing them. Attorney Cloud referred Council to Section C-10 (b) Restrictions – Interference with administration, and reviewed that with Council.

Vice Mayor Block brought up the negotiations with the County -- we have an excellent Attorney and we have a good strategy; Vice Mayor Block advised at the next meeting she will be asking Council to make Attorney Cloud the spokesperson because of the strategy and the work he has put in. She would also like Gerry Hartman at the meeting. Mayor LaCascia asked if the County declared an impasse; Attorney Cloud advised yes, they did.

### **Public Comment**

Al Schneider asked about the requirements of a City Manager whereby a Florida Drivers License is required. He asked if Council is only expecting Floridians to apply for this position; the answer was no. Mr. Schneider also commented about living inside the city limits.

Mr. Longest commented if an ad is run, the City will receive more applicants; the City is in the driver's seat. He also asked about a 90-day probation period.

Laura Lambert asked when the meeting was with the County; Vice Mayor Block advised the proposed dates are February 7 and February 10 at 7:00 p.m. at the Lakeland City Hall. It will be posted on the City's website once a date has been chosen.

When asked about Résumés that have already been received; Mayor LaCascia advised they would be contacted to see if they are still interested. Mrs. Hofeditz asked if the City had to do an ad – it is legally required. Attorney Cloud advised there is no legal requirement, but how would the City get candidates if it wasn't advertised?

The meeting adjourned upon voice vote (8:15 p.m.).

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Patricia R. Jackson, City Clerk

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Joe LaCascia, Mayor