

CITY COUNCIL MINUTES WORKSHOP

January 23, 2012

Mayor LaCascia called the meeting to order at 6:10 p.m.

Roll Call – Linda Walker

Present: Mayor Joe LaCascia, Vice Mayor Trudy Block, Councilor Nancy Adorno, Councilor Mike Blethen, Councilor Don Kimsey, City Attorney Thomas Cloud and City Manager Patricia Jackson

Goal Setting with the City Manager

Mayor LaCascia turned the meeting over to City Manager Jackson. City Manager Jackson advised she asked for a workshop to discuss possible goals that Council would like for her to achieve, which are sometimes tied to the City Manager Evaluation. City Manager Jackson gave Council a copy of the City Charter and pointed out Section 3-21 is what the City Manager's duties are; however, she would like to know if Council has any other expectations they would like for her to achieve.

Mayor LaCascia commented when Mr. Brock was hired some discussion took place about putting together expectations and criteria; why don't we start with that. City Manager Jackson then brought up some of the items that are usually in an evaluation: 1) Fiscal Management of the Budget, 2) Capital Improvements and 3) Intergovernmental Relations with other governmental agencies. Mayor LaCascia asked if the City Manager had expectations and criteria for city employees and briefly discussed having something to evaluate them by when it comes to raises. City Manager Jackson advised the City doesn't currently have any, but she will be meeting with Department Heads to establish some guidelines. Discussion took place regarding the evaluations.

Vice Mayor Block advised she looked at goals from other cities to see what they have done.

Councilor Adorno commented the City Council should decide what they would like to see in moving forward (short term and long term). There should be about four to five major goals reached. More discussion took place with the following items being brought out:

- Councilor Kimsey would like to see the City be more resident friendly when it comes to customer service
- Mayor LaCascia commented there is a difference between customer friendly and fiscally responsible; this is a stabilization year.

- Councilor Blethen questioned what the City Council wants to do and what direction the city is going. He listed City Manager, city employees, water and sewer departments, new market, new water line, tax revenue. This is a small town and we have to make decisions i.e. sign, sidewalks. No additional spending.
 - Councilor Adorno mentioned keeping the budget down
 - Vice Mayor Block mentioned fiscal responsibilities – formulate a balanced budget document that serves as a planning, financial and information tool for FY 2013, create a list of possible projects, refine the forecast and actuals to represent 12-24 months, etc.
 - Councilor Adorno likes that because it gives more direction. Councilor Adorno also mentioned providing services—let the citizens know and customer service. She advised if goals are too broad, it will be hard to do an evaluation later down the road.
 - Councilor Kimsey mentioned sidewalks – he has sidewalks where he lives, but the kids walk on the street. Councilor Blethen advised some areas need sidewalks
 - Mayor LaCascia mentioned the relationship with City Council and City Manager
 - Vice Mayor Block handed out examples of goal setting
 - Mayor LaCascia commented it is a stabilization year; it is as simple as saying do what is specified in the Charter, keeping things status quo, no capital improvements other than bond issue (maintain status quo for the remainder of the year). He also mentioned pricing out another Sheriff's Deputy
 - Councilor Adorno referred to the handout as to what is a goal – it is something that is measurable
 - Vice Mayor Block mentioned visioning and budget; she again mentioned a balanced budget, refine forecast and actuals (12-24 months), creation of a capital improvement plan, identify reserves
 - Councilor Blethen also mentioned giving Council information in order to make decisions and changing the utility policy; as Nancy said, something that is measurable
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- Councilor Kimsey commented his expectation is for the City Manager to do her job – communication of what is taking place on a monthly basis
 - Mayor LaCascia advised Vice Mayor Block put together a “great piece of work”; he feels Council should use her guidelines.
 - Vice Mayor Block then mentioned Central Florida Development Council and putting together a brochure for Polk City; brief discussion followed between Council. Attorney Cloud commented commercial and industrial property can be handled through the County CFDC – list properties that are available. Attorney Cloud advised this would be a goal for City Council; he encouraged Council to seek additional

businesses in the City, and advised CFDC can help Polk City with this (he suggested working with County Commissioner Dantzler)

- It was mentioned growth is a strong point. Vice Mayor Block encouraged other Councilors to attend functions such as the Ridge League of Cities.

The meeting adjourned at 7:30 p.m.

Patricia R. Jackson, City Clerk

Joe LaCascia, Mayor