

## CITY COMMISSION WORKSHOP MINUTES

May 11, 2017

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Mayor Joe LaCascia called the meeting to order at 6:00 pm

### ROLL CALL

**Present:** Mayor Joe LaCascia, Vice Mayor Wanda Harris, Commissioner Mike Blethen, Commissioner Don Kimsey, Commissioner Randy Carroll, City Attorney Thomas Cloud, and City Manager Patricia Jackson

### ORDER OF BUSINESS

#### **Discussion of City Commission Duties and Responsibilities**

City Attorney Thomas Cloud provided an overview of the duties and responsibilities of being a City Commissioner. A rewarding experience, but easy to head out in the wrong direction. There is no "I" in "Team". The minute an individual Commissioner starts to wander off in a singular direction, is when things begin to fall apart. The scope of duties is covered in four areas: 1) The Charter which establishes a strong City Manager form of Government which is common in Florida and other Home Rule states; 2) Florida Statutes from Chapters 97-286 which all deal with local government. 3) The Code of Ordinances and 4) Commission policy is less defined than the previous three. Normally when you are regulating externally you would turn to Ordinances and it is reflected in Polk City's Code of Ordinances.

City Attorney Cloud used as an example the City Commission has set a policy on Decorum. The people that come before the City Commissioners have to act with proper decorum.

Mayor LaCascia stated as a reference...this policy codified in Resolution 2013-05.

City Attorney Cloud discussed the following:

The Mayor-Commissioner form of Government as outlined in the Charter.

-How vacancies are filled

-Polk City is managed through a City Manager. The relationship with the City Manager is collegial, not an individual commissioner. The direction to the City Manager should come from the Commission as a whole.

-Ethics Code - if it sounds wrong, it's probably wrong. If you are dealing with an issue with the City and it involves a family member, you, as a Commissioner should steer clear.

-Gift Statutes – Very complicated Statutes in Florida.

-Sunshine and Public Records

-Procurement/Bidding

-Management and Employment – it is not the job of the Commission to manage employees....that is the responsibility of the City Manager.

City Attorney Cloud reiterated to each Commissioner to be mindful of who you are and where you are. Just don't put yourself in certain situations.

Mayor LaCascia stated the job as Commissioner is to represent Polk City, not just a specific area.

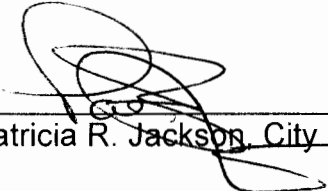
Vice Mayor Harris stated the need to give support to the staff.

City Manager Jackson stated that if an employee has an issue of any kind, they need to come directly to her, not the City Commission.

Lengthy discussion ensued.

**ANNOUNCEMENTS** - None

**Adjournment** – 7:20 pm



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Patricia R. Jackson, City Manager



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Joe LaCascia, Mayor