

A workshop meeting of the City Commission was held on January 15, 2013 at 5:00 p.m. in the Commission Chamber at the Municipal Administration Building. The meeting was called to order by Mayor Michael S. Carter.

COMMISSIONERS PRESENT: Christopher Lutton; Betty Wojcik; Terry Y. Howell; Mayor Michael S. Carter

COMMISSIONERS ABSENT: Jonathan Thornhill

CITY REPRESENTATIVES PRESENT: Terry Leary, City Manager; Albert C. Galloway, Jr., City Attorney; Clara VanBlargan, City Clerk; Jacquie Hawkins, Deputy City Clerk

[Meetings are recorded but not transcribed verbatim]

Agenda Item 1. Roll Call

City Attorney Chuck Galloway explained that Commissioner Thornhill was recuperating at home at the advice of his doctor and so couldn't attend the meeting but he sent word that he had no additional input other than that already submitted and he asked that the Commission precede without waiting for him. Mayor Carter explained that a commissioner could not miss three consecutive meetings without commission approval and asked for a motion.

Commissioner Howell made a motion to excuse Commissioner Thornhill's absence. Commissioner Lutton seconded the motion.

By Voice Vote	
Commissioner Howell	"YES"
Commissioner Lutton	"YES"
Commissioner Wojcik	"YES"
Mayor Carter	"YES"

The motion carried 4-0.

Agenda Item 2. City Managers Evaluation and Goal Setting

Ms. Leary's employment contract specifies that a performance evaluation will be conducted approximately twelve (12) months from the date Employee commences her employment pursuant to the terms of the Agreement.

Performance evaluation forms were completed by the City Commissioners and returned to staff as requested. Evaluation forms completed by the Commissioners are available for review in the Human Resources Department.

Two charts showing ratings in the various evaluation categories have been compiled and are attached to this memo.

This is placed on the Agenda so that the Commission may discuss its evaluation with Ms. Leary and to set future goals and objectives.

Mayor Carter said that considering the topic he thought it was important that all five commissioners be present for the City Manager's evaluation discussion, but as Commissioner Thornhill asked them to continue without him, that was what they would do.

Evaluation:

Commissioner Wojcik said because the commissioners could have met individually with the City Manager regarding their evaluation of her, the commissioners had requested that they move forward with future goals and not dwell on specific issues, but she thought discussion on those specific issues could address some of the objections and problems that some of the commissioners had expressed.

Ms. Leary said she met with two of the commissioners who talked with her about certain areas that they basically thought she did not live up to in certain areas, but she couldn't say that she received any real guidance on how to improve.

Evaluation Form: There was a discussion about changing the evaluation form:

- Commissioner Howell said she did not like the present form because a lot of it was about the performance of the directors and not the city manager. She said they needed to give the city manager three or four major things to do a year so she can see it through, though some may take longer than a year to accomplish. She said that Human Resources Director Sandra Davis has many different evaluation forms that they could review and choose what they think is the best one for our city.
- Commissioner Wojcik said she saw no problem with having the various departments listed on the evaluation because Ms. Leary is over all the departments and if the departments are accomplishing their goals, then that is a reflection on the city manager.
- Commissioner Lutton said the evaluation form needed to be one specific to the needs of Lake Wales and not one chosen from a pile. He suggested that each commissioner could give the City Manager their edited version of the existing form to be brought back for consensus and a vote.

Goals:

Commissioner Lutton asked Ms. Leary if she received some direct goals from the Commission when she was hired. City Manager Terry Leary said her interview centered around keeping the City financially stable and the redevelopment of downtown. She had not known about the shortfall in revenue that was declining at such a rate or about the pension situation. There has been a lot of discussion about capital investments in equipment and she tried to use her knowledge to keep the City financially stable. She said staff was more cognitive of the City's situation and more restrictive in their budget requests than she thought they would have been. But she never got a written list from the Commission with goals and times of expected achievements. That was why she used the City's mission statement as her guide.

Commissioner Lutton said that if the Commission doesn't give the City Manager written goals, it has no way of judging if they were achieved or not. He said in his opinion the Commission was slack and if the City is to become a growing, thriving city, Commissioners need to step up their professionalism across all departments, such as the way they speak and present themselves to citizens, their neighbors, the county and the state. He advised that they forget the past and try to achieve a level of quality in everything they do. He recommended that each commissioner choose three to five goals that can be meshed into five to eight goals for the city manager to achieve this year, ones that can be measured on her next evaluation.

Mayor Carter said he agreed and said he brought his list of goals with him, but his concern was that some goals can't be measured or quantified. He gave examples.

Commissioner Wojcik said the commissioners should judge a city manager based on whether or not she has accomplished the goals set by them. She added that when the strategic planning goals are in place it will be easier to evaluate how she is moving through those goals.

The following goals were suggested and discussed for the City Manager to:

1. be more engaged during meetings and with the public
2. keep Commissioners informed
3. follow ups on requests with swift communications: no emails dropped or ignored

4. not let agenda items sneak onto the agenda at the last minute
5. discuss agenda items with the commissioner before the meetings
6. be more task oriented:
7. be an advocate for the "Pay-as-you-Go" philosophy
8. keep all the departments on their approved budget for the year
9. work on the Strategic Plan and update each year
10. make economic development a priority and put together an economic development plan that has measurable objectives and accountability
11. work on doable, long-term recommendations for working out of the CIP deficit
12. make a schedule of subjects continually brought up by the commission to be put on workshops and keep track of them until each workshop is scheduled
13. develop new mission and vision statements with input from citizens, staff and commissioners
14. find ways to involve more citizens
15. develop a website to connect people who are willing to volunteer with those that need volunteers
16. take advantage of the city's tax exempt status
17. be more active and aggressive in searching for grants from all opportunities, not only government grants
18. develop a strategy for the airport that includes the FBO

Commissioner Wojcik said that they were supposed to be listing measurable goals for the city manager to follow and many of the listed goals (above) are goals for the city and could be or already are included in the Strategic Plan. She said that an economic development plan was already approved by the Commission and that it included many of the things mentioned for goals.

Where to go from here:

- Ms. Leary needs to compile a list of goals from the commissioner's suggestions on her evaluation forms.

Ms. Leary said she was prepared to use the Commissioner's recommendations plus staff recommended goals, and the strategic plan draft minutes to compile a list of goals and sub-goals, and how they can be achieved. Those goals approved by the Commission could be used as her goals, though some of them can be accomplished in six months and others may not be accomplished within the year.

Mayor Carter said his concern was the possible disconnect between goals staff wants and those the commission wants.

Commissioner Lutton asked that he expand on some of the possible disconnects because he thought that lack of communication was part of the problem.

Mayor Carter responded that the department heads are primarily concerned with goals for their own department when the Commission needs to focus on the whole city. The Commission needs to be cautious when melding all the goals together, keeping in mind the broader view of what they want for Lake Wales in twenty-five years.

Commissioner Lutton said it was the Commission that determines which department goal is a number one priority and which is further down the list, so he did not see any disconnect. The strategic plan is a map for making decisions in the future.

- The compiled list will be put into categories
- The list will be brought back to the commission so they can find consensus by removing or adding those that can be agreed upon.

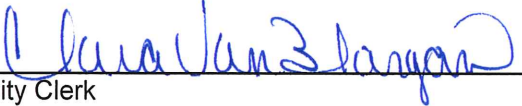
Ms. Leary said she would try to get that list to them by the next city commission meeting.

There being no further business, the meeting was adjourned at 6:00 p.m.



Mayor/Commissioner

ATTEST:



City Clerk