

**MINUTES
 SPECIAL MEETING
 OF THE
 CITY COUNCIL
 FOR THE CITY OF ARCADIA
 TUESDAY, JANUARY 11, 2011
 5:00 PM**

CALL TO ORDER, INVOCATION, & PLEDGE OF ALLEGIANCE

The special meeting was called to order at approximately 5:00 PM with the following members and staff present:

Arcadia City Council

Mayor Robert Heine
 Deputy Mayor Keith Keene
 Councilmember Sharon Goodman

Councilmember Martha Craven
 Councilmember Roosevelt Johnson

Arcadia City Staff

City Administrator Lawrence Miller
 Asst. City Administrator Judi Jankosky
 City Marshal Charles Lee

City Recorder Dana Williams
 City Attorney William Galvano

The City Attorney explained this was a special meeting to discuss the City Administrator's performance for the probationary period as stated in his contract. He continued that based on the signed contract, the Council could terminate without cause and without having to pay severance at this point, but that short of any action, the contract would remain in effect for the balance of the term which ends July 15, 2011.

Deputy Mayor Keene stated he was satisfied with the administrator and confident in his ability to move forward. Mr. Keene added he sees no reason not to put the Administrator on a permanent status.

The Mayor explained the Administrator had a one year contract to include a six month probationary period in order for the Council to get a "feel" for his ability and demeanor. The Attorney confirmed this, adding the Council does not have to take any action today, in which case the Administrator's employment will move into the balance of his contract.

Councilmember Craven said she had agonized over the evaluation, particularly because she has not been on the Council the entire time, but that she graded as "acceptable" several times to give the Administrator the benefit of the doubt. Mrs. Craven said she had visited with several employees and with many departments, trying to do her homework and learn how the City operates and that while she has learned much, she still has much to learn. She talked about having written an addendum to the evaluation, the fact that she has concerns on the Administrator's experience in Sarasota, and is "frankly, left with more questions than answers".

Councilmember Craven then questioned the Administrator on several issues, including his teaching in the classroom as opposed to on-line as stated during his contract negotiations, county of residency, mileage expenses vs. use of the city vehicle, recent hires, department reorganizations, grant writing, vacation, and handling of the City's insurance. Councilmember Craven emphasized her concerns were not personal, but didn't feel Dr. Miller was the right person for the position of Administrator.

Councilmember Johnson stated that anytime someone walks into a position behind someone else, the "first year is not [yours]" and that Dr. Miller has done a "great job." Dr. Johnson continued that he had two areas of concern where he didn't feel it in the best interest to grade Dr. Miller based on the brief time he's been in office, that being financial management and risk management, but that several employees and constituents have come to him expressing their satisfaction in Dr. Miller's management. Dr. Johnson added there had not been another administrator who has to work with as much change in key positions as Dr. Miller has inherited.

Councilmember Goodman added she wanted to give Dr. Miller a fair evaluation for this amount of time and would have liked to discuss the criteria with him personally, although personal matters prevented doing so but that she was conservative in her scoring. Still, she stated the constituents were pleased that Dr. Miller has attended many public events and that staff she has talked to are equally pleased that he does not micromanage. Dr. Goodman then talked briefly about the reorganization of the Finance Department, questioning whether job descriptions had been written; and also expressed concern over the handling of the city insurance.

The Mayor said he has seen some good things and some things not so good, but that everyone needs to work together. He continued that Dr. Miller has attended many events where he has been invited and that the reorganization of the Parks & Recreation Department has shown a significant positive attitude change in the personnel of that [former] department. Mayor Heine added the job is new to Dr. Miller, that he came in to a mess and while he's not 100%, he is perhaps getting there.

Dr. Goodman then suggested consideration of an anonymous evaluation tool for staff guaranteeing against retribution, but also allowing them to critique their supervisors. Councilmember Craven thought that would be a better tool than having Council evaluate the Administrator since Council does not work with the administrator on a day-to-day basis.

A brief discussion followed on how the current evaluation tool came into existence and the time frame need to accurately gauge performance.

At the conclusion, it was the consensus of the Council to take no action thereby retaining the status quo. Dr. Miller thanked the Council for their support and for the opportunity to continue moving the City forward.

ADJOURN

Having no further business at this time, the meeting was adjourned at 6:03 PM.

APPROVED THIS 18th DAY OF JANUARY 2011.

By: Robert W. Heine

Robert W. Heine, Mayor

ATTEST:

Dana L.S. Williams

Dana L.S. Williams, CMC, City Recorder