

**MINUTES**  
**WORKSHOP**  
**ARCADIA CITY COUNCIL**  
**NOVEMBER 3, 2009**  
**5:00 PM**

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

**Arcadia City Council**

Mayor Roosevelt Johnson  
 Councilmember Sharon Goodman

Deputy Mayor Robert Heine  
 Councilmember Keith Keene

(Councilman Lorenzo Dixon was absent)

**Arcadia City Staff**

City Administrator Markae Rupp  
 City Attorney Jason Henbest

City Recorder Dana Williams

The City Administrator explained that in lieu of any specific direction as to format or agenda, an overview on various, related topics had been prepared as a guide for the Council's review. A few of the topics included were the forms of government recognized in Florida, the Sunshine and Open Records law, tenets of professionalism, and an excerpt from the City Code related to the role of the Administrator. She noted that also as requested, an evaluation form created and used for the previous administrator was also included.

The Mayor and other members of Council stated they were in favor of the evaluation form and would like to continue to use it. They added that an annual evaluation would be done to assess the effectiveness of the City Administrator and that in this case, the first evaluation report would be done in April 2010. The Mayor asked the Administrator to set several goals and objectives for the City, giving thought to ones that are measurable and attainable.

Councilmember Keene added that he would like to see the Administrator perform her duties without oversight of the Council in the form of micromanagement. Councilmember Goodman agreed, but noted there were certain circumstances or events that warranted informing the Council. The Mayor also agreed, referencing the recent use of the Fire Station for float building as an example of an instance where the Council should be given a head's up.

This led to a discussion among the Council and staff regarding technologies and perhaps providing each Councilmember with a city-issued cell phone and email address. The discussion parlayed into the consensus of Council to direct staff to:

- Issue each member of Council a city cell phone
- To arrange for each member of Council to be set up with a [xxxx@arcadia-fl.gov](mailto:xxxx@arcadia-fl.gov) email address

- To provide each member of Council with a laptop computer in order to receive those emails and an electronic version of their agenda package
- To purchase a scanner for the City Recorder in order to provide the agenda package in a PDF format
- To proceed with the procurement of a projector and screen for presentations made to the Council during meetings
- To purchase a sheet-feed, high volume scanner and indexing software for records management

The Council also mentioned options for enlarging the Council chambers. The Administrator pointed out that because the IT server room was located directly behind the dais wall, there weren't many options for expansion of the current room. However, other options were discussed, such as upstairs at City Hall, Fire Station #2, and simply moving across the hall to what is now records storage and a conference room. It was the consensus of Council to explore the possibility of moving the Chambers across the hall which would allow for overflow into the Seniors dining area if needed to accommodate a large attendance.

The City Administrator briefly mentioned a lack of communication on a number of issues and other occurrences she recently learned about; adding that certain cases prompted her to amend some of the City's policies and procedures. She pointed out the Council may hear grumblings from some employees regarding these changes but requested support for her authority overall. It was the consensus of the Council to support the noted changes.

The City Administrator informed the Council she would be advertising for two new positions, namely a Planner/Building Official and Community Services Director, explaining a little about their respective roles and funding sources. The Administrator then made a few announcements regarding upcoming events.

Councilmember Goodman offered a motion to continue the workshop on November 17<sup>th</sup>, beginning at 5 PM. Councilmember Keene provided a second to the motion and a roll call vote recorded unanimous, 4-0, approval.

### ADJOURN

Having no further business at this time, the workshop was adjourned at 5:53 PM.

APPROVED THIS 17<sup>th</sup> DAY OF NOVEMBER 2009.

By:

  
 \_\_\_\_\_  
 Dr. Roosevelt Johnson, Ed.D., Mayor

ATTEST:

  
 \_\_\_\_\_  
 Dana L.S. Williams, CMC, City Recorder