

WORK SESSION  
MAY 20, 2003

A special work session meeting of the Arcadia City Council was held on May 20, 2003 at 5:00 p.m. in Room D of the Way Building at 23 N. Polk Avenue. Councilmembers attending were: Goodman, Fazzone, Heine and Whitlock. Absent: Johnson was out of town. Also in attendance were: Administrator Strube, and Recorder Baumann.

Mayor Goodman called the meeting to order.

The Invocation was given by Mayor Goodman.

Mayor Goodman stated the purpose of the work session is to review sample evaluation forms to be adapted for use by the Council in order to do an annual review of Administrator Strube.

Vice Mayor Fazzone requested that a portion of a news letter "The Mayor" Sept/Oct 2001 be read into the minutes which discussed the evaluating of a city manager.

Mayor Goodman noted that evaluations as used in the school system are an ongoing process so that when the actual evaluation is prepared it is just documentation of the employee's work and progress during the year.

Mayor Goodman stated that the process should include an interview with the administrator and each Council Member independently and then have all of the Council Members re-cap their findings.

Councilman Whitlock would like to see the administrator set specific goals for the up coming year in order for Council to have something to base next years review on.

All Council Members stated that the evaluation form submitted by the City of Haines City appeared to best meet the Council's needs.

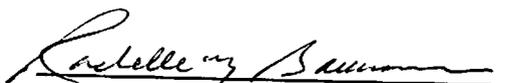
Mayor Goodman requested that Administrator Strube subscribe all Council Members to receive the bi-monthly news letter "The Mayor".

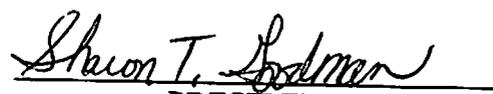
Administrator Strube stated that he will work with the Council to make the review process a team effort.

Heine then moved to adapt the City of Haines City evaluation form for use by the City of Arcadia City Council to review the City Administrator; seconded by Whitlock and carried.

Council agreed that after each Councilmember has conducted an individual evaluation with Administrator Strube they will submit their completed form to Mayor Goodman to compile into a report to Council.

There being no further business the meeting was adjourned.

  
CITY RECORDER

  
PRESIDENT