

MINUTES  
CITY COUNCIL WORKSHOP  
CITY OF ARCADIA  
TUESDAY, JUNE 15, 2010  
5:00 PM

**CALL TO ORDER**

The Mayor called the workshop to order at 5:00 PM with the following members and staff present:

**Arcadia City Council**

Mayor Roosevelt Johnson  
Councilmember Keith Keene  
Councilmember Sharon Goodman

Deputy Mayor Robert Heine  
Councilmember Lorenzo Dixon

**Arcadia City Staff**

City Recorder Dana Williams  
Capt. Matt Anderson  
WWTP Supv. Steve Underwood  
WTP Supv. Larry Bullion  
Parks & Rec Dir. Kathleen Fox

City Attorney Jason Henbest  
Streets/Sanitation Supv. Jerry Cordes  
Systems Supv. Fred Lewis  
Golf Course Mgr. Carrie Taylor

1. Discussion of cost savings measures

The Mayor opened the meeting by saying there was one item on the agenda, namely a letter attached from Jennifer Faircloth, which included some suggestions he felt warranted discussion. The Mayor added that some of the staff had presented responses to Ms. Faircloth's email, although the Council had not had time to read those responses and asked if it was the pleasure of the Council to take a few moments to review them now. Dr. Goodman thought that would be good, adding the Council had plenty of time; however, Dr. Dixon was ready for discussion noting the workshop had been scheduled for some time and any related submissions should have been received earlier. The Mayor then opened the floor for discussion.

Councilmember Keene offered that much of what was included in the email were process and procedural issues; and that the City Administrator should be involved in these types of decisions once he comes on board. Mr. Keene suggested that perhaps the Council could establish a priority list to give to Dr. Miller. Councilmember Goodman agreed and called it a great opportunity for the City Administrator to delve right in. The Mayor felt the Council should take the time to look at each item, discuss the statements or procedures and then prioritize. He added that as a council, "we" have a responsibility to have things done in proper order.

A brief discussion took place on the issue of purchase orders. The City Recorder stated the City did utilize a purchase order process and cited an example of ones on her desk at this point. Councilmember Keene felt what the email was suggesting was that action was taken prior to having the authorization. The City Recorder added that would depend on the purchase amount.

Councilmember Dixon suggested "we" look at the records since he believes there were established limits on purchases of more than \$100. He continued that some of the points made by Ms. Faircloth are very valid and that she has brought forth some legitimate concerns. Dr. Dixon went on to say he shares similar feelings; but felt these issues should be looked at in a constructive

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**and therefore are not**

**included.**

rather than destructive manner. He agreed that many of the points are administrative, however some are legislative as the Council moves into the budget process and that many, particularly those related to cutting positions, departments, and spending align with his visioning perspective. Dr. Dixon also mentioned a WINK news report regarding Ft. Myers and Cape Coral and the deep cuts those cities had made particularly in their police departments. The Mayor concurred, adding that all businesses in town are having to make cuts, including the school board administration. Councilmember Keene agreed adding that the Administrator will have to determine how best to use the city's resources and at the same time, be frugal in doing so.

Moving to the points of Ms. Faircloths' email, the first issue was one of safety for the person making the bank deposit. The City Recorder stated the procedure for that had since been amended and a police officer is currently making the deposit. Councilmember Dixon asked that the record reflect sending the bank deposit by law enforcement or security had not always been done, but that it was a very professional and appropriate manner of handling it.

The next item related to matching the invoices. The Mayor asked the Recorder about the process, to which the Recorder didn't have a full grasp of that entire paragraph. The Council asked what role Carol Jones played with regard to accounts payable. The City Recorder answered that she was unsure of Ms. Jones' overall role in that function; however, she was hired to provide administrative support to the Systems Department and does complete their paperwork, including invoices and requisitions. This was confirmed with the Systems Superintendent. The Council then asked about her role in payroll. The City Recorder explained Ms. Jones' verifies employee hours as recorded on time cards and times sheets then compiles those records into one combined sheet by department to be submitted to the Administrator for approval, then Finance for payment. Mr. Underwood clarified that "supervisors do their own payroll for each department, then she proofs it." He added it was a double check to the process.

The role of Human Resource personnel followed. The City Recorder stated that she had applied for and was offered the position of City Recorder but that at some point between when she interviewed (July) and when she assumed the position (October), the Council and/or Administrator had decided to combine the two positions as a cost savings measure. She went on to say that she is willing to accept the added responsibility or role of personnel manager; however, she makes no allusions to having had HR experience or credentials; and in fact, has had only one 8-hr training seminar which was in January (2010). The Mayor believed the decision to combine the roles was an administrative one and as a Council, they did not want to interfere with her duties.

The Vice Mayor pointed out that his name had been omitted from Ms. Faircloths' email and felt it was done in retaliation for the questions he asked Ms. Faircloth at the May 18<sup>th</sup> meeting. Mr. Heine stated he does not like these kinds of allegations and suggested allowing the administrator to do his job. Regarding the accusations, Mr. Heine added "if you have proof, then file charges. If not, keep your mouth shut."

Councilmember Goodman stated that much, if not the majority of, issues the Council deals with is administrative when a simple phone call to the administrator could take care of the issue at hand. She felt each of the Council should express their desire for [Dr. Miller] to do his job so that as a Council they do not have to step in.

The City Recorder asked to address the issue of computer support, saying much of the expense to-date has been a result of one-time or start up costs for networking Systems, the garage, Water Treatment Plant and golf course; for building and launching the city's website, and for reimbursement for equipment such as the projector and screen in chambers, the Council's netbooks,

and scanners in order to move to electronic agenda packages. The City Recorder also addressed the changes in the Federal Health Care Reform bill, which will require local governments to offer health care benefits to part-time persons; whereas contracted employees are not extended any benefits. The Council agreed with the assessment and stated their disagreement with the suggestion provided from Ms. Faircloth for a 2-day per week employee.

Councilmember Dixon asked about the City's compliance regarding exempt and non-exempt employees, saying it was a major concern of his. Dr. Dixon questioned overtime pay, compensatory pay, vacation, etc. and specifically asked if the City was following federal law or breaking the rules. The City Recorder responded the City was not following federal guidelines for exempt and non-exempt employees; but added it was probably not a punishable offense but rather eating up the budget. She pointed out the Fair Labor Standards Act defines the criteria which constitutes exempt employees and as such are paid a straight salary with the expectation they will put in whatever time is needed to do their job. The Recorder also explained about a typical type "compensation" for these professional type positions such as flextime.

The Mayor added that sometimes employees would not accept supervisory positions because they feel they can make more money in an hourly wage role. He went on to cite an example of having to work some this week even though he was officially on vacation, in that the work had to get done and the expectation for his professionalism was apparent without the additional expectation of overtime pay. Then stated if the City is giving overtime, then [we] are in violation. Councilmember Dixon said he would definitely encourage the new administrator to look at coming into compliance. The Mayor would like to know how much money the City has spent in overtime during the last year. The Recorder explained comp time is accrued on the books, although some people are being paid out for their overtime and documentation as to who gets what is not readily available.

Councilmember Keene asked if position descriptions were reflective of the job classification including whether or not the position was eligible for overtime. It was the recommendation of Mr. Keene to have the Administrator put together position descriptions to include conditions of employment. The discussion moved to a grade/step configuration, the equitability of having positions assigned as such, the potential cost involved to get all employees into the appropriate classification and then implementing or reinstating an evaluation process to allow employees to advance consistently within that grade. The Mayor stated that he had previously suggested such a process and believes it should be implemented as the number one priority.

The topic of sick leave followed. The Recorder suggested that the payout of sick leave upon resignation or retirement be rewritten in favor of a wellness or other benefit that would provide an incentive to be at work. Capt. Anderson stated there was a policy in place to do exactly that, citing the sick leave buy back program. The City Recorder disagreed that it would take an employee five years of not having used any sick leave in order to qualify for that program; which precludes the incentive for routine dental, vision, blood pressure or other medical examinations. The Captain explained that when the buy back program was initiated, it was the intent of the Council to provide incentive for the long-term, healthy, dedicated employees. He felt this was a reward to those who wanted to come to work and not abuse sick leave.

Capt. Anderson, in response to a request by the Mayor for costs associated with losing and having to hire new officers, stated it costs the City more money to have a revolving door.

From there, the discussion moved to comp time and the cost associated with having it one the books, earned at one rate, paid out at a higher, final rate. The Mayor felt comp time should be used within the same pay period it was earned.

As time neared the hour to begin the regular meeting, the Mayor added that he personally was happy the (Faircloth) letter had come out because he learned some things from it that the Council should certainly look into and possibly cause them to look very carefully at many other things. He added that as members of Council, sometimes they are unaware of the inside operations and while he doesn't want to micromanage, he appreciates learning some of the things he did regarding the city's operations.

Dr. Goodman acknowledged that some considered Ms. Faircloth's letter to be inflammatory and others went as far as inferring it was sent only because she was leaving, still it brought to light some interesting points such as the federal compliance, which has serious implications for each of the Councilmembers. The Mayor added he will also be reviewing the other letters to see if there are additional points which need to be addressed with the new Administrator. The Council asked the City Recorder to mail each of the four letters received to Dr. Miller for his perusal.

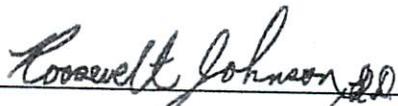
Councilmember Dixon, referring to Don Waters, called him a man of great integrity before stating he had received a call from Mr. Waters approximately a week prior and who was planning to contact the other Councilmembers. Dr. Dixon continued that Mr. Waters had expressed some concerns with several of the points [we've] been discussing and feels the Council definitely needs to look at some of the suggestions very seriously. The Councilor added Mr. Waters' feels there are some areas that definitely need to be cut as they are a waste of taxpayer dollars. Dr. Dixon expressed his appreciation for Mr. Waters' having brought this to his attention and that without mentioning specifics, they both shared some of the same concerns.

### ADJOURN

At this point, 5:58 PM and due to the time for the regular meeting, the workshop was adjourned.

ADOPTED THIS 6<sup>TH</sup> DAY OF JULY 2010.

By:

  
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 Roosevelt Johnson, Ed.D., Mayor

ATTEST:

  
 Dana L.S. Williams, CMC  
 City Recorder