



CITY OF COCONUT CREEK CITY COMMISSION WORKSHOP MINUTES

Government Center
4800 W. Copans Road
Coconut Creek, Florida

Date: October 11, 2022
Time: 6:30 p.m.
Meeting No. 2022-1011WS2

CALL TO ORDER

Mayor Joshua Rydell called the meeting to order at 6:48 p.m.

PRESENT UPON ROLL CALL:

Mayor Joshua Rydell
Vice Mayor Sandra L. Welch
Commissioner Jacqueline Railey
Commissioner John A. Brodie
City Manager Karen M. Brooks
City Attorney Terrill C. Pyburn
City Clerk Joseph J. Kavanagh

EXCUSED:

Commissioner Rebecca A. Tooley

MOTION: Railey/Welch – To excuse Commissioner Tooley’s absence from the workshop.

The Motion passed by unanimous voice vote.

Mayor Rydell noted that the meeting was being conducted live with a quorum physically present. He explained that the meeting material was available online, and the meeting was being broadcast live on the City’s website and YouTube channel. He outlined the process to be followed for the workshop.

ANNUAL PERFORMANCE REVIEW OF CITY MANAGER

City Manager Karen Books thanked the Commission for their support over the past year. She noted she had provided the City Commission with several documents, summarizing Fiscal Year 2022 accomplishments, including:

- Completed Strategic Initiatives;
- Community Outreach Summary by Department;
- Capital Improvement Program Summary;
- Citywide Training/Professional Development; and
- Proposed Strategic Initiatives for Fiscal Year 2023.

City Manager Brooks reviewed highlights from the year, including onboarding a new Commissioner, rolling out Vision 2030, implementing a change in dispatch, conversion of Advisory Boards into the Ambassador Program, and responding to ongoing staffing issues while maintaining service levels.

Commissioner Brodie stated City Manager Brooks was a great operational manager, and shared areas for improvement, including sharing event calendars with Commissioners, involving the department heads in the annual performance review process, two-way trust, and public speaking. He complimented City Manager Brooks on her drive to get things done, ambition, and placing women in high positions.

Commissioner Railey stated the City of Coconut Creek was fortunate to have the best of the best leading it. She noted, as a Commissioner, she would like to interact with the staff more and agreed that communication regarding internal events could be improved upon. She stated City Manager Brooks was doing an amazing job for the City.

Vice Mayor Welch stated it was clear City Manager Brooks leads a team that brings results for the City, the Commission, and the residents. She noted there were opportunities for improvement related to the City's five (5) key areas of focus, mostly related to communication. She suggested a training related to communication across all levels to create a more positive way to deliver messages. She asked that public safety requests from the Commissioners be prioritized, and that the City Attorney be utilized to review critical communications. Vice Mayor Welch explained she had asked that City Manager Brooks take a tour of the City with her once or twice a year, and she had been amenable. She asked that a portion of the weekly written City Manager's report be shared during Commission Meetings.

Mayor Rydell stated on a management front, the City of Coconut Creek has been on the cutting edge, taking on a number of administration-heavy issues, and City Manager Brooks deserved significant accolades. He stated City Manager Brooks knows the City's numbers better than anyone, and as a result, the City was able to maintain service levels through the COVID-19 pandemic and shifting economic climate. Mayor Rydell addressed policy issues, providing examples of places where he believed the City Commission could be more utilized. He suggested discussion items be added to the Commission meeting agenda so that they can provide input before the item comes before the Commission for final action.

Discussion ensued regarding City Manager Brook's performance increase.

Consensus was to give City Manager Brooks an above average rating and award her a three and a half percent (3.5 %) performance increase and four percent (4%) lump sum bonus.

ANNUAL PERFORMANCE REVIEW OF CITY ATTORNEY

City Attorney Terrill Pyburn thanked the Commission and City staff for their support. She discussed the efforts of the City Attorney's office staff. She noted she had provided the City Commission with an annual report, covering July 1, 2021, to June 30, 2022, which included a summary broken down as follows:

- Cases/Claims;
- Agreements/Contracts;
- Legal/Ethics Opinions;
- Ordinances/Resolutions;
- Public Records Requests;
- Training/Seminars;
- General Matters; and
- Highlights.

City Attorney Pyburn reviewed the role of her department and noted it was difficult to set goals and objectives, as they typically operate in a more reactive manner.

Commissioner Brodie stated he appreciated all of the extra time City Attorney Pyburn had spent with him helping him to understand his role as a Commissioner. He thanked her for her time spent researching issues and for providing timely and correct information in a way that could be understood.

Commissioner Railey stated City Attorney Pyburn is an asset to the Commission and to the City.

Vice Mayor Welch expressed appreciation for the subject matter expertise in the City Attorney's office and stated it was a great benefit to the City. She encouraged City Attorney Pyburn to practice self-care by taking her discretionary time away from the office and asked that she purchase a table for her office and share from her weekly report during the Commission meetings.

Mayor Rydell asked about the cost of outside legal fees for the year, and City Attorney Pyburn responded it was under \$11,000. Mayor Rydell commented on the number of agreements the City had worked through with minimal use of outside counsel. He stated City Attorney Pyburn delivers on keeping the budget under control and thanked her for being fiscally sound. He noted she allows her staff to excel in different areas and flourish. He stated he would like to see City Attorney Pyburn at more events in the community to show support for the team.

Mayor Rydell explained City Attorney Pyburn's contract worked off of a different metric than that of City Manager Brooks, following the Internal Revenue Service (IRS) cap.

Consensus was to give City Attorney Pyburn an above average rating and award her a three and half percent (3.5%) performance increase and four percent (4%) lump sum bonus.

ADJOURNMENT

The meeting was adjourned at 8:12 p.m.

Joseph J. Kavanagh, MMC
City Clerk

Date