



CITY OF COCONUT CREEK CITY COMMISSION WORKSHOP MINUTES

**Government Center
4800 W. Copans Road
Coconut Creek, Florida**

**Date: October 22, 2020
Time: 6:00 p.m.
Meeting No. 2020-1022WS**

CALL TO ORDER

Mayor Sarbone called the meeting to order at 6:05 p.m.

PRESENT UPON ROLL CALL:

Mayor Lou Sarbone
Vice Mayor Joshua Rydell (virtually)
Commissioner Rebecca A. Tooley
Commissioner Sandra L. Welch
City Manager Karen M. Brooks
City Attorney Terrill C. Pyburn
City Clerk Leslie Wallace May

EXCUSED:

Commissioner Mikkie Belvedere

Mayor Sarbone asked all to rise for the Pledge of Allegiance.

Mayor Sarbone explained that Governor Ron DeSantis' Executive Orders 20-52 and 20-69, as continuously extended, and Section 252.38, Florida Statutes, authorized all local governments to waive procedures and formalities otherwise required by both state and local law as necessary to allow local governments to continue to perform public work and take whatever prudent action is necessary to ensure the health, safety, and welfare of the community. He noted that the meeting was being conducted live with a quorum physically present and participation by one (1) Commissioner using communications media technology consistent with the Governor's Orders and State law. City Attorney Terrill Pyburn explained the procedures for public participation and comment for the meeting.

MOTION: Tooley/Welch to excuse Commissioner Mikkie Belvedere from the meeting.

There was a unanimous consensus to excuse Commissioner Belvedere.

Mayor Sarbone asked City Clerk Leslie May to read into the record any advanced public comment or play any advanced voicemail messages. City Clerk May stated there were no advanced public comments received for the meeting.

ANNUAL PERFORMANCE REVIEW OF CITY MANAGER

City Manager Brooks thanked the Commission for their support as she transitioned from the Finance Department to the City Manager's Office and stated it had been a smooth transition in a challenging year. She noted that she provided the City Commission with several documents, including:

- Completed top priorities for FY 2020
- Proposed top priorities for FY 2021
- Summary of activities related to COVID-19 response
- Summary of capital projects completed and in progress
- Summary of community outreach throughout departments
- City-wide training and professional development

Commissioner Welch recognized City Manager Brooks' efforts surrounding the recent Unity in the Community forum, stating the event had opened the conversation and resulted in positive action.

Commissioner Tooley expressed appreciation for the exceptional job City Manager Brooks had done leading staff through the difficulties of COVID-19.

Vice Mayor Rydell asserted it took someone special to stand up during a pandemic, noting it had appeared seamless. He noted the management of the City's finances had put the City on solid fiscal footing moving forward and acknowledged her continuation of community outreach efforts.

Mayor Sarbone commented that the positive culture of the City staff starts at the top, and City Manager Brooks' communication and transparency had strengthened it. He briefly reviewed the top priorities list and commented on the importance of the items included.

Mayor Sarbone explained the City Manager's contract provides for a three (3) to five (5) percent performance-based increase of annual salary based on an above-average evaluation, along with the option for a lump sum bonus. Discussion ensued regarding the salary recommendation.

Consensus was given to award City Manager Brooks a five (5) percent performance evaluation increase.

ANNUAL PERFORMANCE REVIEW OF CITY ATTORNEY

City Attorney Pyburn thanked the Commission for their continued support through six (6) years in the position. She noted that she had submitted an annual report of the City Attorney's Office and a review form to the City Commissioners prior to the meeting.

Commissioner Welch spoke about City Attorney Pyburn's accomplishments, including tactics and strategy related to moving forward with the Fire Department in the right way. She added that City Attorney Pyburn had devoted her time, intellect, and energy to the City and was able to speak to residents with a great deal of respect.

Commissioner Tooley noted she felt lucky to have City Attorney Pyburn representing the City and thanked her for her efforts on their behalf.

Vice Mayor Rydell stated he appreciated that City Attorney Pyburn had the utmost of ethics and reputation and had the best traits of a good lawyer. He commended her handling of the pandemic-related Executive Orders.

Mayor Sarbone shared City Attorney Pyburn's record of consistency in her response to Executive Orders related to the pandemic. Discussion ensued regarding the salary recommendation.

Consensus was given to award City Attorney Pyburn a five (5) percent performance evaluation increase.

Mayor Sarbone stated City Manager Brooks and City Attorney Pyburn had become not just employees, but personal stewards of the City, and expressed his appreciation.

ADJOURNMENT

The meeting was adjourned at 6:44 p.m.

Transcribed by: C. Parkinson, Prototype

Leslie Wallace May, MMC
City Clerk

Dated