



## CITY OF COCONUT CREEK CITY COMMISSION WORKSHOP MINUTES

Government Center  
4800 W. Copans Road  
Coconut Creek, Florida

Date: October 14, 2021  
Time: 6:00 p.m.  
Meeting No. 2021-1014WS

---

### CALL TO ORDER

Mayor Rebecca A. Tooley called the meeting to order at 6:03 p.m.

### PRESENT UPON ROLL CALL:

Mayor Rebecca A. Tooley  
Vice Mayor Joshua Rydell  
Commissioner Lou Sarbone  
Commissioner Sandra L. Welch  
Commissioner Jacqueline Railey  
City Manager Karen M. Brooks  
City Attorney Terrill C. Pyburn  
Interim City Clerk Marianne Bowers

Mayor Tooley noted that the meeting was being conducted live with a quorum physically present, and explained that the meeting material was available online and the meeting was being broadcast live on the City's website and YouTube channel.

### ANNUAL PERFORMANCE REVIEW OF CITY MANAGER

City Manager Karen Books stated it had been a challenging, busy, and exciting year, and noted staff had continued to deal with many COVID-19-related issues. She stated the implementation of the Fire Department was the item which had taken up the most time and resources over the year and discussed ways in which each department was involved. She noted she had provided the City Commission with several documents, highlighting the work over the past year, including:

- Fiscal Year (FY) 2021 Completed Strategic Initiatives
- FY 2021 Citywide COVID-19 Response
- FY 2021 Community Outreach Summary
- FY 2021 Capital Improvement Projects Summary
- FY 2021 Citywide Training/Professional Development
- FY 2022 Proposed Strategic Initiatives

City Manager Brooks commended the tremendously dedicated workforce and thanked the Commissioners for their guidance and leadership.

Commissioner Sarbone stated he had given a five (5) rating in all categories and noted under areas to look to improve he had put communication with the Commission, as City Manager Brooks had gone above and beyond to improve that aspect, and he thought she should continue on that path. He thanked her for her leadership on the Fire Department implementation, improved cyber security in the IT Department, and community events. Commissioner Sarbone highlighted the settlement worked out with private schools related to the fire assessment and stated he was impressed with how she handled it. He noted he recommended a five percent (5%) salary increase.

Commissioner Welch asserted Commissioner Sarbone's comments were comprehensive. She stated she had used the evaluation form to highlight accomplishments of leadership in each area, and

discussed projects completed over the course of the year. She noted the tenure and talent of senior staff reflected on the City's leadership and called succession planning a big plus. Commissioner Welch discussed her conversation with City Manager Brooks regarding her favorite and least favorite parts of her job and commended her forthrightness and ability to be adaptable. She commented that she was supportive of a five percent (5%) lump sum payment.

Commissioner Railey stated the City was a testimony to City Manager Brooks, and asserted she and her staff were exceptional. She discussed the City Manager's professionalism and ability to keep a staff of hundreds happy. She added that the City would be hard pressed to find anyone who could compare and thanked City Manager Brooks for making the Commission's job easy.

Vice Mayor Rydell shared highlights from the year, including video-streamed meetings and maximizing grants for the City. He stated having a City Manager with a finance background had helped the City to be in a comfortable place financially, and briefly discussed areas for future growth, including communication and citizen relationships. Vice Mayor Rydell stated the City has a transparent government, and staff continues to be readily adaptable. He discussed the City Manager's contract and the range for performance evaluation increase and stated he would recommend a three percent (3%) salary increase.

Mayor Tooley stated she never remembered the City being so busy for so long. She stated a lot had been accomplished, and she was really proud of what had been accomplished under City Manager Brooks' leadership. She discussed ways in which City Manager Brooks had been responsive to her requests throughout the year and stated she was happy with the budget.

Discussion ensued regarding the performance increase options contained in City Manager Brook's contract.

**MOTION:** Sarbone/Welch – To approve a five percent (5%) salary increase for City Manager Brooks.

**Upon roll call, the Motion passed by a 4-1 vote, with Vice Mayor Rydell voting nay.**

City Manager Brooks thanked the Commission for their support and commented she looked forward to the next year.

## **ANNUAL PERFORMANCE REVIEW OF CITY ATTORNEY**

City Attorney Terrill Pyburn stated it was a busy and challenging year, with a lot of great things that happened and some things she was glad to be on the other side of. She thanked her staff and said they were supportive and wonderful in taking up additional work while she handled the Fire Department implementation. She noted she had provided the City Commission with an annual report covering July 1, 2020, to June 30, 2021, which included the following summary items:

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

City Attorney Pyburn discussed efforts to limit the use of outside counsel, and reviewed times when it was necessary in order to address nuanced questions.

Commissioner Sarbone stated many of the items discussed during the City Manager's review could not

have happened without the City Attorney and her team, especially the negotiations with the school. He asserted they were a formidable team. Commissioner Sarbone added that he was always amazed how the City Attorney's office gets the day-to-day done with all the larger issues, like COVID-19 and the Fire Department, to deal with. He stated the staff demonstrates strong situational awareness and commented on City Attorney Pyburn's ability to shift gears easily. He noted that she protects the City and stated she was awesome. He recommended a five percent (5%) salary increase.

Commissioner Welch discussed City Attorney Pyburn's skill at preventing exposure for the City and the Commission, keeping them apprised of ethics and making sure they understand changing requirements. She encouraged Ms. Pyburn to focus on work/life balance and thanked her for her efforts to implement ideas brought forward by the City Commission and for her subject matter expertise. She recommended a five percent (5%) salary increase.

Commissioner Railey stated City Attorney Pyburn's reports were amazing, and commented on her ability to handle a high workload. She noted her contributions and efforts were professional and excellent. She recommended the maximum raise.

Vice Mayor Rydell commented on the low outside litigation costs during City Attorney Pyburn's tenure with Coconut Creek and gave her credit for keeping costs down. He stated the people she had chosen to hire have a thirst for bettering themselves and said this was admirable. He discussed positive feedback he received when working in other municipalities and stated that the language of City Attorney Pyburn's contract was the same as the City Manager's. He recommended a three percent (3%) salary increase. He added that the contract review for City Attorney Pyburn should have been in July and stated he wanted to make sure it was clear her increase should be retroactive.

Mayor Tooley asserted there was not a meeting she attends where she isn't told she has the greatest City Attorney in Broward County. She stated she agreed and encouraged City Attorney Pyburn to take a long weekend and days off in order to avoid burnout. She noted she was comfortable going to anyone on City Attorney Pyburn's staff. She recommended a five percent (5%) raise and stated she would eventually like to see the cap in her contract raised.

**MOTION:** Sarbone/Welch – To approve a five percent (5%) salary increase for City Attorney Pyburn retroactive to the anniversary date of the contract.

**Upon roll call, the Motion passed by a 4-1 vote, with Vice Mayor Rydell voting nay.**

City Attorney Pyburn thanked the Commission for their support and feedback and commented she looked forward to the next year.

Commissioner Railey stated the City was lucky to have the leadership of the City Manager and City Attorney.

Vice Mayor Rydell commented on the salary of the leaders at the City and stated in a private company with the budget of the City, they would be making far more. He noted neither was in the top salary category for municipalities in Broward County.

## **ADJOURNMENT**

The meeting was adjourned at 6:51 p.m.