



City of Margate

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Meeting Minutes

City Commission Workshop

Mayor Tommy Ruzzano
Vice Mayor Joyce W. Bryan
Commissioners:
Lesa Peerman, Joanne Simone, Frank B. Talerico

City Manager Douglas E. Smith
City Attorney Douglas R. Gonzales
City Clerk Joseph J. Kavanagh

Wednesday, November 2, 2016

5:30 PM

Commission Chambers

CALL TO ORDER

Present: 5 - Commissioner Joanne Simone, Commissioner Lesa Peerman, Commissioner Frank B. Talerico, Vice Mayor Joyce W. Bryan and Mayor Tommy Ruzzano

In Attendance:

City Manager Douglas E. Smith
City Attorney Douglas R. Gonzales
City Clerk Joseph J. Kavanagh

1) DISCUSSION AND POSSIBLE ACTION

A. [ID 2016-677](#) CHARTER OFFICER EVALUATIONS

MAYOR RUZZANO suggested reviewing each Charter Officer individually and he welcomed any suggestions the Commission had because this was the first time doing so.

COMMISSIONER PEERMAN said that she just wanted to discuss what she was and was not happy with.

VICE MAYOR BRYAN questioned why the sheet provided was not being used.

MAYOR RUZZANO said that the form would be used, but Commissioners could also critique whatever items they wanted.

COMMISSIONER PEERMAN said that she had issues with items that were not covered under the sheet and she used the sheet as a guideline; however, she did not want to strictly adhere to the sheet.

VICE MAYOR BRYAN stated that she did follow the guidelines on the sheet because it was what the Commission previously decided to adhere to.

MAYOR RUZZANO agreed with Vice Mayor Bryan about using the sheet; however, he also had items to be discussed that were not as specific on the sheet.

COMMISSIONER SIMONE felt that the evaluations were overdue; however, she felt that it was being rushed. She said that she wanted to meet to go over the three forms presented in order to discuss them and have a specific agenda knowing how to proceed. She explained that she would rather have reviewed all three evaluation forms, have a Workshop and decide which way to go. She felt that this was a haphazard way to do this, though it was long overdue.

COMMISSIONER PEERMAN apologized for this being rushed. She said that she did not know when the raises would be on the Agenda and would have like to do the review a month before that. She stated that it was being done now to include input from the Commissioners that were leaving who had worked with the Charter Officers. She felt that once this was done, the new Commissioners would have a guideline for next year.

COMMISSIONER SIMONE said that a form specific to certain job descriptions should be used because the form was very generic. She noted that the City Manager forms were very specific for that position. She recommended using the generic form for the City Clerk and the City Attorney, but to use the California form for the City Manager since it was specific to the City Manager.

VICE MAYOR BRYAN agreed that she used the California form for the City Manager as well. She noted that she also agreed with Commissioner Peerman that it would have been inappropriate to not include the Commissioners that had worked with the Charter Officers.

COMMISSIONER PEERMAN suggested making this review less formal and finding a more specific form in the future.

COMMISSIONER TALERICO asked how the review was done for the Superintendent of the Schools and if there was a form used.

COMMISSIONER PEERMAN explained that the City Clerk had a book of how all the reviews were done by other Cities.

COMMISSIONER TALERICO stated that the Charter Officers could only be evaluated on how they interacted with the Commission, but not how they interacted with everyone else.

COMMISSIONER PEERMAN clarified that was the reason this had to be done as a meeting so the Commission could see how the Charter Officers interacted with other Commissioners. She explained that this would give the opportunity for an evaluation to be made on how they dealt with the other Commissioners.

COMMISSIONER TALERICO mentioned that in prior days, Commissioners were put in the middle when phone calls were received regarding a Charter Officer because there were no evaluations.

COMMISSIONER PEERMAN said that was done at Budget time.

VICE MAYOR BRYAN stated that the Commission had limited time tonight.

COMMISSIONER PEERMAN stated that in the future, a Workshop could be held to determine what forms to be used. She reiterated that this was time sensitive.

COMMISSIONER TALERICO wanted to be able to evaluate each Charter Officer on a one-to-one basis.

COMMISSIONER PEERMAN reiterated that this was the only way the five Commissioners could talk about the Charter Officer problems.

VICE MAYOR BRYAN agreed it was new territory and the Commission would do the best they could. She agreed with having a format for the future.

MAYOR RUZZANO explained that because he was from the private sector, he would go to the workers; however, that could not be done here.

COMMISSIONER PEERMAN said information would be needed from the Department Heads who dealt with the Charter Officers.

VICE MAYOR BRYAN questioned what the review period was.

MAYOR RUZZANO said that it could be from when the Commission started working with the Charter Officers.

COMMISSIONER PEERMAN clarified that following this review there would be a yearly review date.

VICE MAYOR BRYAN noted that each Charter Officer would then be different.

COMMISSIONER SIMONE noted that raises could not be stopped.

COMMISSIONER PEERMAN agreed that raises were in their contracts; however, the Commission would be able to give raises for someone doing a phenomenal job.

MAYOR RUZZANO questioned whether other Cities did evaluations of Charter Officers.

COMMISSIONER PEERMAN mentioned that Coconut Creek did evaluations in a Workshop and gave raises at that point. She did not know if they had raises built into the contracts.

The Evaluation of the City Clerk Joseph J. Kavanagh proceeded as follows:

COMMUNICATION

COMMISSIONER PEERMAN felt that Joseph did a great job of communicating with the Commission, while keeping them aware of everything going on. She added that even on the weekend and after hours, the communication was phenomenal with Joseph and with his Staff.

VICE MAYOR BRYAN agreed that Joseph consistently kept the Commission abreast and updated with any requests and information. She added that communication from other Cities, Counties, States, and citizens were handled very well. She also felt he did a phenomenal job.

COMMISSIONER TALERICO noted that the way Joseph did things trickled down to his Staff making them also very efficient. He stated that it was very helpful to be reminded of things on the schedule daily.

COMMISSIONER SIMONE stated that Joseph was a very effective communicator and his office Staff was run very well and efficiently. She said that he could always be counted upon and would find a way to get the correct answers to the Commission. She

stated that he did a great job and looked at things with a different approach.

MAYOR RUZZANO stated that Joseph's office was great and was run so efficiently, as it should be. He said that the communication was great and he thanked Joseph.

INITIATIVE

COMMISSIONER PEERMAN said that Joseph was a self-motivator and was always looking for new ways to do things and get things done more efficiently.

TEAMWORK

VICE MAYOR BRYAN said that Joseph had unique qualities and abilities to effectively balance between the Commissioners, City Manager, City Attorney and City Staff.

COMMISSIONER PEERMAN added that Joseph had been more proactive with working with the City Manager and City Attorney who were his equals. She noted that there were prior City Clerk's that had problems with the City Manager and City Attorney; however, Joseph deserved a lot of credit for working equally with them.

COMMISSIONER SIMONE noted that Joseph got along very well with his Staff and his demeanor was always calm, cool and collected. She stated that he treated everyone equally and fairly.

COMMISSIONER TALERICO mentioned the general attitude of the people in Joseph's department showed teamwork, as they seemed content, happy and full of energy and initiative for doing their job.

VICE MAYOR BRYAN added that there was cohesiveness in the Clerk's office.

CUSTOMER SERVICE

MAYOR RUZZANO stated that Joseph did a great job with customer service.

COMMISSIONER PEERMAN noted that Margate was the best in Broward County for Public Records Requests with regard to the pricing, quickness and nice customer service.

VICE MAYOR BRYAN stated that customer service was the City's product and it was what the City strived for. She said that having a professional Staff, doing things promptly and with a cheerful spirit was very important to her.

COMMISSIONER TALERICO stated that Joseph did a lot externally, such as being active with the Relay for Life, and getting the image of Margate represented. He commended Joseph for doing a good job with that.

PROBLEM SOLVING

COMMISSIONER PEERMAN said that Joseph had great problem solving skills as he dealt with the five Commissioners. She stated that he had the ability to solve the problems properly whether dealing with the Commission individually or together.

VICE MAYOR BRYAN felt that Joseph was consistent with his problem solving.

COMMISSIONER SIMONE added that Joseph always thought ahead for potential problems and controversy.

DEPENDABILITY

COMMISSIONER PEERMAN said that Joseph works his hardest at being dependable and was extremely dependable.

VICE MAYOR BRYAN agreed that Joseph absolutely was dependable while staying late to accomplish sending out emails, etc.

COMMISSIONER SIMONE said that no matter what the time of day, Joseph was always available 24/7.

MAYOR RUZZANO agreed, and noted that even when his Grandfather passed, he was emailing.

JOB SKILLS AND KNOWLEDGE

VICE MAYOR BRYAN was pleased that Joseph completed his Master's Degree and attained additional certifications that were required for his City Clerk position. She added that he also became President of the City Clerk's Association.

COMMISSIONER PEERMAN said that Joseph trickled that education down to his Staff; therefore, allowing his Staff to take more classes and learn more.

SAFETY

VICE MAYOR BRYAN stated that she had no observation of any techniques that were inconsistent with safety.

CONFLICT RESOLUTION

VICE MAYOR BRYAN stated that Joseph had the ability to defuse volatile situations internally and externally very well.

EMPLOYEE DEVELOPMENT

VICE MAYOR BRYAN stated that Joseph encouraged Staff to access available training onsite and off campus.

COMMISSIONER PEERMAN felt that Joseph should keep encouraging his Staff. She stated that Joseph handled the five Commissioners and Staff intelligently.

VICE MAYOR BRYAN stated that Joseph guided her to rethink certain things or to look at things with a different slant.

COMMISSIONER TALERICO said that Joseph did a great job and told him to keep it up and pace himself.

COMMISSIONER SIMONE felt that Joseph supported his employees and had a well-run office. She gave Joseph the highest rating on the evaluation.

MAYOR RUZZANO stated that Joseph did a great job and was an asset to the City. He

noted that Joseph raised more money as the Event Chair for the Relay for Life last year than anybody. He said that the City Clerk's office was pleasant to walk into and everything was going good and everyone was happy and smiling. He told Joseph to keep up the great job.

COMMISSIONER PEERMAN added that everyone was comfortable working with Joseph and calling on him for things. She noted that she received compliments about him from outside of the City as well.

CITY CLERK JOSEPH J. KAVANAGH responded that he came to work every day to serve the City residents and Commissioners with all that he had. He stated that any successes he had he gave to his Staff because without them, he would not be able to do his job. He said that his Staff was amazing, reliable, knowledgeable, respectful and full of integrity. He added that former City Clerk Leslie May trained him and taught him the foundation of what it took to be an effective City Clerk, and he would be thankful to her for the rest of his career. He thanked everyone and stated that he loved working for the City of Margate.

VICE MAYOR BRYAN said that she wanted Joseph to give additional duties and delegation to the Assistant City Clerk to have her run more meetings and remove some of the burden from him.

COMMISSIONER PEERMAN noted that the City Clerk's office had always been the most informative and most resident friendly department of the City, which continued with Joseph.

The Evaluation of the City Attorney Douglas R. Gonzales proceeded as follows:

COMMISSIONER PEERMAN felt that the City Attorney was not really with the City long enough to be evaluated; however, she felt that he was here long enough to receive constructive criticism. She said that the City Attorney's communication was fabulous with her. She noted that his getting on the Florida Legislation Boards was an extremely smart thing to do and she was proud of the City Attorney for that. She stated that with regard to teamwork, the Department Heads felt that the City Attorney was easy to talk with. She explained that pertaining to customer service, she was not sure how much resident input the City Attorney had; however, she felt that if he had to deal with residents it would be at a professional level. She stated that she preferred a proactive City Attorney rather than a reactive City Attorney. She felt that the City Attorney had the capability to be out in front of issues before they became big.

VICE MAYOR BRYAN stated that the City Attorney's years of experience showed by his handling of the Commission with their complexities. She said that she appreciated his communication and always getting back to her on items. She stated that he showed teamwork when working effectively with the City Manager. She noted that a member of the Staff on the third floor was very happy with how the City Attorney handled situations.

COMMISSIONER TALERICO said that if the City Attorney ever needed help he should ask for the additional assistance.

VICE MAYOR BRYAN clarified that the City Attorney would have to make a request to the Commission for additional Staff.

CITY ATTORNEY DOUGLAS R. GONZALES explained that he tried very hard not to have to ask for that. He said that he had not yet needed that and felt comfortable that if

he did need help he would ask the Commission. He stated that the transition was quite easy and the issues being dealt with were issues he dealt with before.

COMMISSIONER SIMONE stated that the City Attorney was an effective communicator. She said that he was efficient, respectful and professional, as well as even-tempered. She stated that he made himself available to the City Commission 24/7 and got along well with the Staff and residents. She noted that he was easy to talk to and did his research to find the answers. She felt that he went above and beyond to make sure all the information and facts were provided to her. She stated that she had no complaints.

MAYOR RUZZANO stated that the City Attorney had a smooth transition to the City and everything was going well. He said that the City Attorney was easy to talk to and made him feel comfortable. He stated that he was glad to have him and hoped he would be here for a long while. He told the City Attorney to keep up the good work.

VICE MAYOR BRYAN told the City Attorney to feel free to provide Workshops to the Commission and City Staff with regard to any legislation or Statutes that they should be kept up to date on.

CITY ATTORNEY GONZALES added that he had also taken on the role of the Police Legal Advisor for the Police Department. He noted that he was updating the Police Department on changes and Constitutional Laws that apply.

COMMISSIONER PEERMAN said that the Department Heads were very comfortable speaking with the City Attorney.

COMMISSIONER SIMONE commended him for speaking plain English.

CITY ATTORNEY GONZALES stated that his goal in coming to the City was to make the transition completely seamless and blend in. He said that it was made very easy by the Commission and he looked forward to continuing.

The Evaluation of the City Manager Douglas E. Smith proceeded as follows:

COMMISSIONER PEERMAN said that the City Manager's communication with her had gotten better. She stated that she did not like the way the Alzheimer's Family Center issue went. She said that the time period from when the City Manager found out about it and the Commission found out about it was too much time. She felt that he should have taken responsibility as the City Manager. She noted that it was a complex issue that the Commission was getting beat up for, when they really did not have anything to do with it. She stated that it would come down to the Finance Department and the City Manager's office because those were who played the most important roles in the matter. She reiterated that she had a problem with him not taking responsibility. Commissioner Peerman stated that she appreciated the City Manager getting back to her and the residents when an email was received. She said that the City Manager needed to be better prepared on the dais for what was on the Agenda. She explained that when questions were asked about items on the Agenda, the City Manager should know the answers. She noted that the City Manager responding that he would have to talk to Staff and get back to the Commission did not fill her with the confidence she wanted in a City Manager. She added that she was extremely disappointed that the Police Chief spoke about the Civil Service Board issue instead of the City Manager. Commissioner Peerman felt that the City had moved backwards with regard to new businesses opening and obtaining permits and inspections, and she felt that it was ultimately the City Manager's responsibility to be aware of the Department Head's actions. She said that she received

many complaints about the Building Department process and she felt the City Manager needed to be stronger with the Department Head and inform them of the expectations. She stated that the City Manager needed to visit those businesses that were complaining to determine what the City could do to help.

VICE MAYOR BRYAN clarified that the City Manager needed to take a stronger role in making sure that the Department Heads were motivated to take the initiative to work with the residents. She said that he needed to be firm enough in making the Department Heads proactive.

COMMISSIONER PEERMAN spoke about the Water Department and the Permitting Department closing prior to 6:00 PM. She stated that residents had complained about not being able to pay their water bill. She mentioned people having their water shut off on Thursday night and were then charged for the weekend fee to have the water turned back on for Friday. She noted that the City Manager did resolve that issue for one individual; however, the customer service needed to be worked on and a better way needed to be determined.

VICE MAYOR BRYAN felt that the City Manager taking responsibility for the Alzheimer issue would not have satisfied or diffused the situation. She said that he handled the Agenda efficiently enough. She stated that she was not aware about the permitting and the two complaints she received regarding the Water Department were handled. She felt that the City Manager was doing a good job and was responsible. She explained that some Department Heads might not be happy because the City Manager took the time to look at items and did not make a quick decision. She felt that he was thorough with examining and using his resources to make sure everything was done. She stated that he was pleasant with Staff and the Commission and she complimented his quick response with residents.

COMMISSIONER TALERICO felt that the City Manager was doing a great job. He noted that the City Manager was very low key, which was his style. He added that the City Manager's Office Staff did a great job as well. He expressed concern with how to eliminate having people approach the dais with issues that the City was not aware of.

COMMISSIONER PEERMAN suggested that the City Manager preface his responses by saying that it was the first time he was hearing of the issue.

COMMISSIONER SIMONE stated that the City Manager was very honest and ethical. She added that he knew Finance very well and was easy to talk to. She said that he was efficient in customer service and supported the Chamber of Commerce and events that go on in the City, such as ribbon cuttings. She stated that he was available 24/7 and was very even tempered. She explained that he did listen to concerns and constructive criticism, and also had improved with his responses back to her questions, as well as the resident's questions. She felt that he was a thinker and wanted all of the information prior to making a decision, because he did not want to make a mistake. She asked that the City Manager not be afraid to make decisions. She noted that it was okay to take risks sometimes.

MAYOR RUZZANO stated that the City Manager was great with responding to the phone calls and getting back to the residents. He noted that Margate was getting a bad reputation with regard to the Building Department issues. He said that he previously spoke to the City Manager about fixing the problems, but he agreed with Commissioner Peerman that the City was going backwards. He noted that he asked the City Manager at the last meeting whether an Assistant needed to be hired because he felt that he should

have some help with the job of overseeing 500 employees.

VICE MAYOR BRYAN suggested that the Assistant to the City Manager was a great person to put into that position, but the City Manager would have to ask for that.

MAYOR RUZZANO stated that the City Manager was a great leader and budgeter, and that Adam Reichbach was the same; therefore, he felt that the Assistant should be a field guy, such as Sam May or Ben Ziskal. He said that there were a lot of things coming up in the City and it was not good to have a Building Department with a bad reputation. He stated that the City Manager's did a great job at what was a hard job; however, he agreed with Commissioner Peerman that the City Manager needed to respond to questions on the dais. He added that he still felt that help was needed.

COMMISSIONER PEERMAN suggested that the Grants should be given to Adam in the City Manager's office.

MAYOR RUZZANO said that he spoke with Senator Jeremy Ring who stated that there was a lot of money available for the Cities.

CITY MANAGER DOUGLAS E. SMITH thanked everyone for the feedback given. He stated that it was a privilege to serve as the City Manager and he thanked the Commission for allowing him to serve. He noted that the City had great Staff and all were important. He thanked the Commission for the support of the Staff and for providing the funds necessary to carry out the services for the residents.

COMMISSIONER PEERMAN noted that the Commission never turned down Staff, and that if the Building Department needed Inspectors, they needed to ask.

CITY MANAGER SMITH said that he had asked the Building Department, and that he would be providing something to the Commission soon regarding getting backup personnel. He added that the Commission had also approved additional Staff in the Budget this year. He stated that he would work on the Building Department issue and get it turned around.

VICE MAYOR BRYAN asked when the next review would be done.

COMMISSIONER PEERMAN said that it would be in one year.

CITY CLERK KAVANAGH asked that if any Commissioner filled out an evaluation, that it please be turned into him for the public record prior to the Commission leaving the meeting.

CITY ATTORNEY GONZALES noted that Commissioner Peerman had indicated that the review should be earlier than one year from now because it should be done before the Budget was passed.

COMMISSIONER PEERMAN agreed.

ADJOURNMENT

There being no further business, the meeting adjourned at 6:45 PM.

Respectfully submitted,

Transcribed by Carol DiLorenzo

Joseph J. Kavanagh, City Clerk

Date: _____

DRAFT