

CITY OF PAHOKEE



MINUTES

Tuesday, June 28, 2022, at 5:30 PM

Pahokee Commission Chambers
360 East Main Street
Pahokee, Florida 33476

CITY COMMISSION:

Keith W. Babb, Jr., Mayor
Clara Murvin, Vice Mayor
Derrick Boldin, Commissioner
Juan Gonzalez, Commissioner
Sara Perez, Commissioner

CITY STAFF:

Rodney Lucas, Interim City Manager
Jongelene Adams, Deputy City Manager
Tijauna Warner, City Clerk
Burnadette Norris-Weeks, Esq., City Attorney
Lynne Ladner, Interim Finance/Human Resource Director

[TENTATIVE: SUBJECT TO REVISION]

MINUTES

A. CALL TO ORDER

Mayor Babb called the workshop to order at 5:35pm.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Vice Mayor Murvin lead the invocation and pledge of allegiance.

C. ROLL CALL

PRESENT

Mayor Keith Babb

Vice Mayor Clara Murvin

Commissioner Derrick Boldin

Commissioner Juan Gonzalez

Commissioner Sara Perez

Rodney Lucas, Interim City Manager

Burnadette Norris-Weeks, City Attorney

Tijauna Warner, City Clerk via phone

D. TOPIC

1. CITY MANAGER'S ROLE & RESPONSIBILITIES/ HR HIRING PRACTICE

Mr. Lucas explained the role and responsibilities of the city manager's office. The City Manager is the Chief Administrative Officer for the city, providing executive leadership and representation on all matters concerning city government. The duties and responsibilities of the City Manager are determined by the City Commission in compliance with the City Charter and state statutes. Responsible for planning, directing, managing, and reviewing all activities and operations of the city; coordinates programs, services, and activities among city departments and outside agencies; ensures the financial integrity of the municipal organization; represents the city's interests; provides highly responsible and complex policy advice and administrative support to the Mayor and City Commission.

Mr. Lucas listed the following responsibilities: Comprehensive analyses of a wide range of municipal policies; prepare policy and procedural proposals for review and adoption by the City Commission. Attend all City Commission meetings and workshops. Oversee the preparation of meeting agendas and supporting materials; present recommendations to Commission; and respond to questions and direction from City Commission.

Direct/Oversee/Monitor the development and administration of the City's budget; directs the forecast of funds needed for staffing, equipment, materials, and supplies; controls expenditures; and keeps the City Commission fully informed on matters related to the financial condition of the city. Authorize and oversee the administration of grant proposals ensuring all requirements for funding and operations can be met within City policies. • Execute deeds, deeds of trust, easements, releases, contracts and other instruments binding the City to financial obligations. Execute deeds, deeds of trust, easements, releases, contracts and other instruments binding the City to financial obligations. Responds to and resolves sensitive inquiries and complaints from both internal and external sources. Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and termination. Develop and maintain positive working relations with other local governments and state/federal agencies. Develop and implement capital improvement and strategic plans for a wide range of municipal activities. Research, analyze, and make recommendations for cost effective improvements in City operations. Work with department heads to design,

evaluate and administer departmental programs and services. Member of Emergency Management Team required to remain within the City in the event of disaster or Act of God. Assists with city functions and performs other duties as required or necessary.

Mr. Lucas gave a brief description of the hiring principles as follows:

Performance - We believe in strong, sustained performance from all employees; we hold those in critical roles to a higher performance standard.

Behavior - An individual's behaviors meaningfully influence how they are compensated and their ability to move forward with our city.

Accountability - Managers are accountable to build the quality and depth of their team, improving the city's capacity to achieve success.

Transparency - We share information with employees about how far and how fast they can advance at our city.

Mr. Lucas informed the Commission of all the new hires as of 2022 as follows:

Mr. Louis Gonzalez

Ms. Leah Darlington

Ms. Veronica Padilla

Mrs. Peggy Boule-Washington

Ms. Jongelene Adams

Mr. Rodney Lucas

Ms. Maria Rivera

Mr. Carlos Mangual

Mr. Lucas informed the citizens that we are in search of great talent to join our city to grow our community stronger than it has ever been. The City currently has 52 Budgeted Positions. Currently there are 13 open positions to fill as follows:

Accounts Payable Clerk

Administrative Assistant

Clerk Specialist

Custodian/Maintenance (Parks & Recreation)

Director of Finance

Driver & Group Leader

Executive Administrative Assistant

Grant Writer

Human Resources Director

Marina Store Manager

Program Specialist 1

Public Works Clerk

Pad Attendant (Part-time Seasonal)

Mayor Babb inquired if all the position were advertised and had competitive interviews.

Mr. Lucas advised he's been back with the City since April 13th and has interview for two (2) positions which are the operations manager and the executive administrative assistant.

Mayor Babb asked Mr. Lucas to speak briefly on local hiring.

Mr. Lucas responded all the jobs were advertised for residents to apply.

Mayor Babb inquired if the city has the means to maintain the director's salaries.

Mr. Lucas explained that the positions are funded to maintain director's salaries and a discussion ensued regarding positions.

2. SOCCER FIELD & LACROSSE FACILITY AT MARTIN LUTHER KING JR. PARK

E. DISCUSSION, COMMENTS, CONCERNS

None.

F. ADJOURN

Mayor Babb suggested adjourning the workshop due to commission meeting starting soon.

Motion made by Commissioner Boldin to adjourn the workshop, Seconded by Commissioner Gonzalez. Motion passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Murvin, Commissioner Boldin, Commissioner Gonzalez, Commissioner Perez

There being no further business to discuss, Mayor Babb adjourns the meeting at 6:13 pm.

Keith W. Babb, Jr., Mayor

ATTEST: Tijauna Warner, CMC, City Clerk