

**ROBERTA M. CORREA**  
MAYOR - COMMISSIONER

**TAMMIE McCASKILL**  
COMMISSIONER

**JUSTIN R. CAMPBELL**  
COMMISSIONER

**WILL JONES**  
COMMISSIONER

**RUFUS J. BOROM**  
COMMISSIONER



**TROY BELL, ICMA-CM**  
**MPA, MS-Finance**  
CITY MANAGER

**JANE WEST, ESQ.**  
CITY ATTORNEY

**SUNNI L. KRANTZ, CMC**  
CITY CLERK

**MARCIA G. CARTY, CPA**  
**MS-Taxation**  
FINANCE DIRECTOR

**JASON L. SHAW, SR**  
CHIEF, POLICE DEPT.

**CHRIS TAYLOR**  
CHIEF, FIRE DEPT

## **MINUTES**

### **CITY OF PALATKA**

### **June 14, 2024**

The minutes of the proceedings of the regular meeting of the Palatka City Commission held on Friday, June 14, 2024 at 9:00 AM at City Hall, 201 N. 2nd St., Palatka, FL 32177.

1. **CALL TO ORDER** The workshop was called to order at 9:04 AM.

a. **Special Called Workshop Notice**

The notice was read by the Clerk.

b. **Invocation**

The invocation was led by Commissioner Campbell.

c. **Pledge of Allegiance**

The pledge of allegiance was led by Commissioner Borom.

d. **Roll Call**

Present:

Commissioner Tammie McCaskill

Commissioner Justin Campbell

Commissioner Will Jones

Commissioner Rufus Borom

Mayor Roberta Correa

Also Present: Troy Bell, City Manager; Jonathan Griffith, Assistant City Manager; Sunni Krantz, City Clerk; Marcia Carty, Finance Director; Virginia Jones, HR Generalist; Joe Verrecchio, Public Works Operations Manager; Peter Willott, Public Information Officer; Chris Taylor, Fire Chief; Chad Branford Jason Shaw, Police Chief; Yul McNair, Airport Manager; Allegra Kitchens, former City Commissioner; Sarah Cavacini, Palatka Daily News; and Eddie Cutwright, Community Affairs Director; Alonzo Mulberry, City Chaplain (via telecommunications technology)

2. **PUBLIC COMMENTS**

a. **Public Comments** - (Speakers limited to three minutes - no action taken on items)

The floor was opened to public comment, upon hearing none, the floor was closed to public comment.

3. **DISCUSSION ITEMS**

a. **City of Palatka Strategic Goals and City Manager's Goals**

Mrs Jones advised the Commission must set the strategic goals for the City and then set the goals for the City Manager that align with the strategic goals. The goals must be specific, measurable, attainable, relevant and time-based (SMART) as outlined in the agenda packet.

Mr. Bell indicated desire to establish mission, vision and values for the City. The strategic goals for the City would be in-line with that. Commissioner Campbell expressed the need for new and updated priorities, a sense of the community for our strategic plan. Mr. Bell suggested a Request for Proposals for a facilitator to consolidate all the documents and work through establishing or refreshing the Mission, Vision, and Values.

Commission discussion commenced. Mayor Correa advised she has looked at the current Comprehensive Plan, CRA Plan, and the Strategic Plan and feels that from those plans, and from what the community has advised they want to see, the Commission can extract a Mission Statement (or update one). Commissioner Borom spoke on Mr. Bell's experience in this area. Commissioner Borom indicated the Commission and Department Heads have held a retreat meeting to ensure management is working together with Staff.

Mr. Griffith spoke regarding the City's Economic Development Plan which is often called the City's "Strategic Plan". Mr. Bell responded the Economic Development Plan is not the overarching goals of the City. He spoke on the need to spend funds for infrastructure are other elements of the overarching structure. Discussion commenced regarding the goals of the Economic Development Plan. Discussion continued regarding whether there is need for a business incubator and the Chamber of Commerce. Regarding Goal 6, Mr. McNair advised the Airport is progressing. The Airport has shifted to an economic generating focus vs. an operational focus. Regarding Goal 7, broadband, Mayor Correa advised for the City residents it is more of a cost than accessible internet that is the issue. She advised the County has worked on this from the County level.

Commissioner McCaskill advised we need to develop and start a strategic plan. Commissioner Borom advised the goal is to get the Strategy and Mission and Vision set. The Mission and Visions of the departments must tie in to the City's overall mission and vision. Commissioners McCaskill, Campbell and Jones spoke regarding following up with the Economic Development Plan's goals. Commissioner Jones advised he is looking for someone to come in with a vision. For example, the new Housing Authority Director came in with a Mission and Goals. He spoke regarding his desire to see street resurfacing. Commissioner Jones advised it is difficult to evaluate someone without having goals, from the top down. He expressed we should outline where each department needs to go

Commissioner Borom advised we know what the priorities are for this year, mainly infrastructure, curbing, 10 police vehicles, and recreation. Commissioner Borom spoke regarding the vision and mission of the City to deliver cost-effective customer-focused municipal services. He advised he previously sent his mission, vision, values and goals to the City Manager. Mr. Bell responded that the things Commissioner Borom indicated were legislative goals and advised we need to consolidate Commissioner Borom's goals with the overall Commission. Mayor Correa spoke in support of a facilitator as some of this is about the City Manager and his future job performance. Commissioner Campbell recommended starting with our Mission and Vision so we can progress with purpose. He advised a facilitator would give us the ability to act and move. He spoke regarding the need to set things at the forefront with time certain/date focused. He recommended hosting meetings and workshops to come up with a mission and vision. Commissioner McCaskill expressed the City Manager needs to remind the Commission at every meeting about the Strategic Plan. Mr. Bell advised an RFP could be out for 2 weeks. Mr. Griffith advised our custom is to have an RFP out for 30 days. Commissioner Borom expressed the Commission must provide what it wants and advised this has to be done prior to an RFP. Commissioner Jones suggested an executive session on this topic (Mayor Correa indicated the City Attorney would need to advise if this is legal) and Commissioner Campbell responded regarding the need for public input. Mr. Bell advised he does not know that you can do an executive session for this.

Discussion commenced regarding goals for the City Manager. Mayor Correa spoke on the need to set goals in order to evaluate the City Manager's performance. Commissioner McCaskill indicated this hinges off of the City's

goals. Commissioner Jones advised some of the individual Commissioners have expressed their goals for the City Manager to work on. Mr. Bell advised he could pull a list together. He expressed the Commission needs to set a Mission, Vision and Values in order to determine the manager's goals. Commissioner Borom advised one goal he gave to the City Manager was to create a Mission, Vision and Strategy. Commissioner Campbell advised as the goals for the City Manager can be made simultaneously as we have conversations about the City's goals. Mayor Correa advised the contract says within the first 6 months the Commission will meet with the City Manager to set goals for the City and the City Manager. Commissioner McCaskill advised the contract also says 180 days. Mayor Correa advised the probationary period ends in August.

Commissioner Campbell advised goals he feels are important for the City Manager are: leadership, Council relationship management, Community engagement, culture, City operations, and fiscal management. Mayor Correa advised her goals for the City Manager are: Management of the organization, leadership, and professionalism. Mayor Correa defined management as effectively runs the operation of the organization, creates a team building environment for all employees through mutual respect and collaboration so the City becomes a place where people seek employment and become career employees recognizes the accomplishment of all employees volunteers and other groups working on behalf of the city supports all efforts towards diversity inclusion professional growth succession planning and opportunities with within the organization identifies organizational issues and takes corrective action. Mayor Correa defined leadership as communication that provides the commission and the organization real solutions and creativity to issues and problems assures the city commission's the decisions are objective, legal, and ethical; follows sound administrative practices provides positive leadership through collaboration mentoring, coaching, and motivational techniques; is a positive Ambassador for the City and add more about the communication with the community. Mayor Correa advised consistent reports falls under the council relationships category, being more collaborative and transparent. Commissioner McCaskill advised her goals for the City Manager are: Professionalism, management, public health and safety, and community engagement.

Discussion included the Commissioners' definitions of professionalism. Commissioner Jones spoke regarding professionalism means reports should not have errors, things are presented in plain simple language, videos that are clear, and a professional presentation.

Commissioner Campbell expressed the need for community engagement as the public sometimes has a misunderstanding of how government works or what the City does. Commissioner Borom expressed concern the Manager has been out of the City and spoke on the need for the Manager to be in the City to learn the City. Commissioner McCaskill spoke regarding the Manager's community engagement activities.

Commissioner Borom spoke regarding the need for consistent reports. He recommended an action register. He expressed the need for financial reports monthly, rather than quarterly. Commissioner Borom spoke regarding the need for regular reports, such as the financial position of the City and how it sits with the budget, and how it sits with priorities and goals. Commissioner Campbell advised on Fridays the Interim City Manager would send out a report with highlights of the City through the week. Mr. Bell advised it is his objective to get feedback from the community and to be open and engaged with the residents, so they feel more comfortable coming to City Hall, and so they have a communication channel with the Manager without having to go to City Hall. Commissioner McCaskill asked the Manager to share reports from meetings with the community. Commissioner Jones spoke suggested the Manager creating a summary of accomplishments that have occurred since he arrived as his probation nears expiration. Commissioner Borom asked for reports from what the manager accomplished during his 30, 60, and 90 days. Commissioner Borom asked for no late submittals for the Commission's approval.

Mayor Correa outlined the goals for the City Manager:

- 1) Management of the Organization
- 2) Council Relationship - Establish a transparent working relationship with Councilmen and women, consistent reports
- 3) Professionalism

Commissioner Campbell asked for an honorable mention goal of community engagement.

Mayor Correa asked the Commission to meet with the Manager within the next two weeks and come back together for another workshop.

4. ADJOURN **Motion to adjourn at 10:38 AM by Commissioner Jones.**

NOTICES: ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, AT THE APPLICANT'S EXPENSE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.0105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERK'S OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REQUEST ACCOMMODATIONS.