

**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

**AGENDA**  
**SPECIAL CALLED CITY COMMISSION MEETING**  
**July 25, 2024 at 6:00 PM**

**1. CALL TO ORDER**

- a. Special Called Meeting Notice
- b. Invocation
- c. Pledge of Allegiance
- d. Roll Call

**2. PUBLIC COMMENTS**

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

**3. REGULAR BUSINESS**

- a. Discussion/Direction Resolution 2024-R-153 authorizing the execution of a retainer agreement with the firm Sniffen & Spellman, P.A. for investigative services and amending the FY 2023-2024 budget accordingly.
- b. Discussion/Direction Resolution 2024-R-154 authorizing the execution of an addendum to the employment agreement with the City Manager, upon acceptance by the City Manager
- c. City of Palatka Strategic Goal-Setting

**4. ADJOURN**

ROBERTA M. CORREA  
MAYOR-COMMISSIONER

TAMMIE McCASKILL  
COMMISSIONER

JUSTIN R. CAMPBELL, SR.  
COMMISSIONER

WILL JONES  
COMMISSIONER

RUFUS J. BOROM  
COMMISSIONER



Regular meetings 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month at 6:00  
PM

TROY BELL, ICMA-CM,  
MPA, MS-FINANCE  
CITY MANAGER

JANE WEST, ESQ.  
CITY ATTORNEY

SUNNI KRANTZ, CMC  
CITY CLERK

MARCIA G. CARTY, CPA, CGFO,  
MS-TAXATION  
FINANCE DIRECTOR

JASON L. SHAW, SR  
CHIEF, POLICE DEPT.

CHRIS TAYLOR  
CHIEF, FIRE DEPT.

**July 6, 2024**

**TO COMMISSION MEMBERS: TAMMIE MCCASKILL; JUSTIN R. CAMPBELL, SR.; WILL JONES; AND RUFUS J. BOROM**

**YOU ARE HEREBY NOTIFIED** a special called meeting of the Palatka City Commission is hereby called to be held on July 25, 2024 at 6:00 PM at City Hall, 201 N. 2<sup>nd</sup> St., Palatka, FL 32177. The purpose of the meeting is regarding formulation of the City's Strategic Plan and the City's Mission, Vision and Values, and goals for the City Manager.

Please govern yourselves accordingly.

Roberta M. Correa  
Mayor

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE PALATKA 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, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.0105

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

**201 N. 2<sup>nd</sup> STREET • PALATKA, FLORIDA • 32177**

PHONE: 386-329-0100

[www.palatka-fl.gov](http://www.palatka-fl.gov)

FAX: 386-329-0106

**Discussion/Direction Resolution 2024-R-153 authorizing the execution of a retainer agreement with the firm Sniffen & Spellman, P.A. for investigative services and amending the FY 2023-2024 budget accordingly.**

## **STAFF REPORT**

DATE: July 25, 2024  
TO: City of Palatka City Commission  
FROM: City Staff

### **APPLICATION REQUEST**

Commissioner McCaskill has requested an agenda item to provide status regarding the investigation related to the City Manager.

### **BACKGROUND**

The City Commission called for an investigation into the practices of the City Manager at the July 8th City Commission meeting. At the July 11th City Commission meeting the Commission made Commissioner McCaskill the liaison regarding the hiring of a firm to handle the investigation.

### **PROJECT ANALYSIS**

The firm Sniffen & Spellman, PA have submitted a retainer agreement for investigative services for the City Commission's consideration. Attorneys will bill the City in the hourly rate of \$375 and it is anticipated that the fees will not exceed a total of \$30,000. A budget transfer will be needed to fund the investigation. The retainer agreement states:

Estimated Fee: We know minimal information at this time. From what we do know, we anticipate that the total amount of fees required to complete this investigation will not exceed \$30,000. Please note that this figure does not guarantee completion of our work for less than that amount. If, as this investigation proceeds, we discover that this amount is insufficient, we will inform you at once, and work with you to determine the best course of action. This amount is also exclusive of costs, such as mileage for travel, lodging expenses, postage, duplication (if voluminous materials must be duplicated), or the use of any specialized technology for, as an example, examining metadata or the contents in a mobile device.

### **Staff Recommendation**

Discuss and if the Commission feels it is in the best interest of the City to move forward, adopt the Resolution.

### **ATTACHMENTS**

|    |                                                                      |
|----|----------------------------------------------------------------------|
| 1. | 2024-R-153 RETENTION AGREEMENT WITH SNIFFEN & SPELLMAN, P.A. FOR THE |
|----|----------------------------------------------------------------------|

|    |                                                                       |
|----|-----------------------------------------------------------------------|
|    | PURPOSE OF AN EMPLOYMENT INVESTIGATION AMENDING THE FY 2023-24 BUDGET |
| 2. | Comm McCaskill Request                                                |
| 3. | Email from firm                                                       |
| 4. | Retainer Agreement                                                    |

**RESOLUTION 2024-R-153**

**A RESOLUTION OF THE CITY OF PALATKA  
AUTHORIZING THE EXECUTION OF A RETENTION  
AGREEMENT WITH SNIFFEN & SPELLMAN, P.A. FOR  
THE PURPOSE OF AN EMPLOYMENT INVESTIGATION;  
AMENDING THE FY 2023-24 BUDGET; PROVIDING FOR  
AN EFFECTIVE DATE AND PROVIDING FOR  
SCRIVENER’S ERRORS**

**WHEREAS**, the City of Palatka wishes to conduct an employment investigation into the management practices of the City Manager; and

**WHEREAS**, the City under the counsel of the City’s employment attorney has selected Sniffen & Spellman, P.A. firm; and

**WHEREAS**, Fla. Stat. 287.057 exempts legal services from the requirements for solicitation processes; and

**WHEREAS**, a budget amendment is necessary in order to pay for the services to be rendered; and

**WHEREAS**, the City Commission feels it is in the best interest of its employees and citizens to enter into an agreement with Sniffen & Spellman, P.A. for investigative services.

**NOW, THEREFORE**, be it resolved by the City of Palatka:

- 1) The Mayor and the City Clerk are authorized to execute an agreement with Sniffen & Spellman, P.A. for investigative services;
- 2) The revenues of the FY 2023-24 budget are amended as follows:

| GL Line | Description | Last Approved | Recommended Amendments | As Amended |
|---------|-------------|---------------|------------------------|------------|
|         | Reserves    |               | (\$30,000)             |            |

That the expenditures of the FY 23-24 budget are amended as follows:

| GL Line           | Description | Last Approved | Recommended Amendments | As Amended |
|-------------------|-------------|---------------|------------------------|------------|
| 001-25-513-3-3100 |             |               | \$30,000               |            |

- 1) This resolution shall take effect immediately upon its adoption; and
- 2) The Mayor, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this Resolution. A corrected copy shall be posted in the public record by the City Clerk.

**PASSED** by the City Commission of the City of Palatka, Florida, this 25th day of July, 2024.

**CITY OF PALATKA**

\_\_\_\_\_  
**By:     Its Mayor**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**CITY ATTORNEY**

## Sunni Krantz

---

**From:** tammie mccaskill <tlmccaskill01@yahoo.com>  
**Sent:** Friday, July 19, 2024 3:46 PM  
**To:** Troy Bell; Sunni Krantz  
**Subject:** Agenda Items

I would like to add a progress update, as an item to the July 25, 2024 agenda, regarding the investigation related to the City Manager. In my opinion, it is important to add this item for the sake of transparency, for both parties, and to inform the board through compliance of the Sunshine Law.

Thanks,  
Tammie

**From:** [Leigh Ann Kiser](#)  
**To:** [Sunni Krantz](#)  
**Cc:** [Dawn Whitehurst](#); [Michael Spellman](#)  
**Subject:** Engagement Letter - Investigation of City Manager Bell  
**Date:** Friday, July 19, 2024 3:36:24 PM  
**Attachments:** [24.07.19 Engagement Ltr.pdf](#)

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You don't often get email from lkiser@sniffenlaw.com. [Learn why this is important](#)

Good afternoon,

I am forwarding a letter and the following message from Attorney Dawn Whitehurst:

After talking with Ms. Susan Erdelyi and Commissioner Tammie McCaskill concerning the need for the services of an investigator, we are submitting Sniffen & Spellman's letter of engagement outlining the scope of our investigative services. Please provide this letter of engagement to the Mayor and all of the City Commissioners for their review and consideration. Once this letter of engagement is approved, please have it executed with the signature of the Mayor and your signature as the Clerk. If you should have any questions, please feel free to contact me at 850-205-1996. Thank you.

Sincerely,

**LeighAnn Kiser**

Legal Assistant to Michael P. Spellman, Terry J. Harmon,  
Matthew J. Carson and Dawn P. Whitehurst

**SNIFFEN & SPELLMAN, P.A.**

TALLAHASSEE | WEST PALM BEACH | PENSACOLA

123 North Monroe Street  
Tallahassee, Florida 32301  
T (850) 205-1996 / F (850) 205-3004  
E-mail: [lkiser@sniffenlaw.com](mailto:lkiser@sniffenlaw.com)

Website: [www.sniffenlaw.com](http://www.sniffenlaw.com) / Twitter: [@Sniffenlaw](#)

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# SNIFFEN & SPELLMAN, P.A.

123 NORTH MONROE STREET • TALLAHASSEE, FL • 32301

PHONE: 850.205.1996 • FAX: 850.205.3004

WWW.SNIFFENLAW.COM

July 19, 2024

**VIA ELECTRONIC MAIL: [skrantz@palatka-fl.gov](mailto:skrantz@palatka-fl.gov)**

City of Palatka, Florida

City Commissioners

201 N. 2<sup>nd</sup> Street

Palatka, FL 32177

**RE: Investigation of Palatka City Manager Darryl Le Troy Bell**

Dear Mayor and City Commissioners:

This letter will confirm that the Sniffen & Spellman, P.A. Law Firm is willing and able to undertake an investigation into the City of Palatka's City Manager, Darryl Le Troy Bell. Below, please find details regarding our engagement.

Scope: The scope of this investigation will be limited to: 1) the alleged conduct of Mr. Bell, which has been the subject of certain complaints submitted by former and current City employees; 2) the nature and extent of Mr. Bell's adherence to the provisions of his Employment Agreement with the City; 3) Mr. Bell's attendance and performance as City Manager.

Hourly Rate: We understand that the City needs an investigation completed not later than the first week of August, 2024. Because of this short timeframe, although I will serve as the lead attorney, Mark Logan and Michael Spellman will assist me. All attorneys working on this matter will be billed at the hourly rate of \$375.

Estimated Fee: We know minimal information at this time. From what we do know, we anticipate that the total amount of fees required to complete this investigation will not exceed \$30,000. Please note that this figure does not guarantee completion of our work for less than that amount. If, as this investigation proceeds, we discover that this amount is insufficient, we will inform you at once, and work with you to determine the best course of action.

This amount is also exclusive of costs, such as mileage for travel, lodging expenses, postage, duplication (if voluminous materials must be duplicated), or the use of any specialized technology for, as an example, examining metadata or the contents in a mobile device.

Methodology: If the City retains our services, we will ask that notification be provided by the City to current and former employees designated by us to fully cooperate with us, including by providing us access to documents, electronic data, and agreeing to be interviewed, among other tasks. At the conclusion of our interviews and review of documents and other information, we will provide the City with a written report which will contain our factual findings. Please note that any

provide the City with a written report which will contain our factual findings. Please note that any final report issued by our Firm will not provide any recommendations regarding how the City should act or respond to our findings. Thus, our role will simply be that of a fact finder.

We understand that Commissioner Tammie McCaskill will be our principal point of contact regarding our representation. In order to maintain the integrity of our investigation, we will communicate directly with her as to our progress and as to procedure but not as to the substance of our investigation. We will also likely reach out to the City Clerk and/or the City Attorney regarding any need we have to access City records as well as access to potential interview subjects.

Confidentiality: Our investigation will remain confidential and exempt from public records disclosure until it is completed as provided pursuant to Section 119.071(2)(k), Florida Statutes.

If our proposed agreement meets with your approval, please have the appropriate City official execute the same and return a copy to us. If you have any questions about the scope of our engagement or if it needs to be revised, please do not hesitate to contact me or my legal assistant, Leigh Ann Kiser, by telephone at 850-205-1996 or by email at [dwhitehurst@sniffenlaw.com](mailto:dwhitehurst@sniffenlaw.com) or [lkiser@sniffenlaw.com](mailto:lkiser@sniffenlaw.com).

Sincerely,  
Sniffen & Spellman, P.A.



Dawn P. Whitehurst

DPW/lk

**Approved by the City Commission of the City of Palatka.**

**CITY OF PALATKA**

\_\_\_\_\_  
**By: Roberta Correa, Mayor**

\_\_\_\_\_  
**Date**

**ATTEST**

\_\_\_\_\_  
**Sunni Krantz, City Clerk**

\_\_\_\_\_  
**Date**

**Discussion/Direction Resolution 2024-R-154 authorizing the execution of an addendum to the employment agreement with the City Manager, upon acceptance by the City Manager**

## **STAFF REPORT**

DATE: July 25, 2024  
TO: City of Palatka City Commission  
FROM: City Staff

### **APPLICATION REQUEST**

The City's employment attorney, Susan Erdelyi of the firm Marks Gray, has requested the City Commission consider an addendum to extend the probation period found in the City Manager's employment contract.

### **BACKGROUND**

See agenda item 3A.

### **PROJECT ANALYSIS**

Ms. Erdelyi has advised the City Manager's probation period will end on August 7, 2024, unless it is extended.

As of the time of the publication of the agenda, Mr. Bell has not consented to an extension.

### **Staff Recommendation**

Discuss and if found to be in the best interest of the City, adopt the Resolution.

### **ATTACHMENTS**

|    |                                                                                         |
|----|-----------------------------------------------------------------------------------------|
| 1. | 2024-R-154 ADDENDUM TO THE EMPLOYMENT CONTRACT WITH DARRYL LE'TROY BELL AS CITY MANAGER |
| 2. | Request of Employment Attorney                                                          |
| 3. | Addendum to Employment Contract                                                         |
| 4. | 2024.02.08 Bell Troy City Manager                                                       |

**RESOLUTION NO. 2024-R-154**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,  
AUTHORIZING THE EXECUTION OF AN ADDENDUM  
TO THE EMPLOYMENT CONTRACT WITH DARRYL  
LE'TROY BELL AS CITY MANAGER OF THE CITY OF  
PALATKA; PROVIDING FOR AN EFFECTIVE DATE; AND  
PROVIDING FOR SCRIVENER'S ERRORS**

**WHEREAS**, on February 8, 2024 the Palatka City Commission authorized the execution of an employment agreement with Darryl Le'Troy Bell as the City Manager; and

**WHEREAS**, the City Commission finds it is in the best interest of the City to execute an addendum to the contract stipulating to an extension of the provision of paragraph 5 c of the original agreement, upon agreement of the City Manager.

**NOW, THEREFORE**, be it resolved by the City Commission of the City of Palatka, Florida, as follows:

1. the Mayor and the City Clerk are authorized to execute and attest an addendum to the employment agreement with Mr. Bell; and
2. the Mayor, without public hearing, is authorized to correct any typographical scrivener's errors, which of not affect the intent of this resolution. A corrected copy shall be posted in the public record by the City Clerk.

**PASSED** this 25th day of July, 2024, by the City Commission of the City of Palatka, Florida.

**CITY OF PALATKA**

By: \_\_\_\_\_  
**Its MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**CITY ATTORNEY**

**From:** [Susan Erdelyi](#)  
**To:** [Sunni Krantz](#)  
**Subject:** FW: Bell Addendum  
**Date:** Friday, July 19, 2024 4:00:45 PM  
**Attachments:** [image001.png](#)

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Sunni,

In case my email below was not clear, the entire language of Section 5(c) needs to be reflected in the amendment:

C. The City shall not be obligated to pay severance benefits described in Section 5 B above during his first ~~180~~ 210 days of employment unless otherwise agreed to by Commission, or, if the City Manager is convicted of, pleads no contest to, or receives a withhold of adjudication for a felony or misdemeanor crime involving moral turpitude or dishonesty, or if he willfully acts with misfeasance or malfeasance or otherwise is guilty of willful misconduct which constitutes conduct demonstrating disregard of the City's interests, a violation or disregard of standards of behavior of the City Manager, willful carelessness or negligence to a degree or recurrence that manifests culpability, wrongful intent, or evil desire, willful and substantial disregard of the City's interests or of the City Manager's duties and obligations to the City, including but not limited to willful conduct resulting in material harm to the City, willful neglect or failure to perform his duties, insubordination, misconduct, as defined in section 443.036(29), Florida Statutes, as may be amended from time to time or willful acts of dishonesty. For termination due to reasons related to this subsection, the City Manager is only entitled to compensation for hours actually worked up to the termination date and compensation for accrued leave. Bell may only be terminated or forced to resign, whether during or after the probationary period in accordance with Article III Sec 3 7 of the City Charter and Code of Ordinances of the City of Palatka by majority of the City Commission which shall set forth the reasons for the separation. Other than the reasons stated herein, the City Manager, if separated, shall be deemed to be without cause.



**Susan Erdelyi**

Shareholder

[SErdelyi@marksgray.com](mailto:SErdelyi@marksgray.com)

904-807-2126

1200 Riverplace Blvd. Ste 800

Jacksonville, FL 32207

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**From:** Susan Erdelyi  
**Sent:** Friday, July 19, 2024 3:57 PM  
**To:** Sunni Krantz <[skrantz@palatka-fl.gov](mailto:skrantz@palatka-fl.gov)>  
**Cc:** Jeanne L. McDuffie <[JMcDuffie@marksgray.com](mailto:JMcDuffie@marksgray.com)>  
**Subject:** Bell Addendum

Hi Sunni,

Mr. Bell has been asked whether he would agree to extend his probationary period. We just spoke and he has not yet decided. I explained to him that if this amendment was agreeable to him, I would draft an addendum to the contract for his consideration and for the city commission's consideration. It would need to be addressed at Thursday's meeting. I realize you are getting the agenda out today. I am waiting on his decision but in the interest of timing would you draft a form addendum for the contract which provides the below adjustments to the contract? I do not expect to receive a response from Mr. Bell today but am mindful of your deadlines.

Amendment to Employment Contract

Per Section 15(d) of the February 8, 2024, Employment Contract between Mr. Bell and the Palatka City Commission, both parties agree to amend provisions of Section 5(c) to reflect the following language:

C. The City shall not be obligated to pay severance benefits described in Section 5 B above during his first 210 days of employment, unless otherwise agreed to by Commission.

Kind regards,



**Susan Erdelyi**

Shareholder

[SErdelyi@marksgray.com](mailto:SErdelyi@marksgray.com)

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1200 Riverplace Blvd. Ste 800

Jacksonville, FL 32207

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## **ADDENDUM TO THE EMPLOYMENT AGREEMENT**

This Addendum is made effective as of this 25<sup>th</sup> day of July, 2024 by and between the City of Palatka, a municipal corporation (hereinafter the “City”) and Darryl Le Troy (hereinafter “Bell”)

1. The City and Bell are parties to an Employment Agreement dated February 8, 2024 (“Agreement”) to which this document is an addendum.
2. Per Section 15(d) of the Agreement, the parties hereby stipulate and agree that Section 5(c) of the Agreement is hereby amended to state as follows:

C. The City shall not be obligated to pay severance benefits described in Section 5 B above during his first ~~180~~ 210 days of employment unless otherwise agreed to by Commission, or, if the City Manager is convicted of, pleads no contest to, or receives a withhold of adjudication for a felony or misdemeanor crime involving moral turpitude or dishonesty, or if he willfully acts with misfeasance or malfeasance or otherwise is guilty of willful misconduct which constitutes conduct demonstrating disregard of the City's interests, a violation or disregard of standards of behavior of the City Manager, willful carelessness or negligence to a degree or recurrence that manifests culpability, wrongful intent, or evil desire, willful and substantial disregard of the City's interests or of the City Manager's duties and obligations to the City, including but not limited to willful conduct resulting in material harm to the City, willful neglect or failure to perform his duties, insubordination, misconduct, as defined in section 443.036(29), Florida Statutes, as may be amended from time to time or willful acts of dishonesty. For termination due to reasons related to this subsection, the City Manager is only entitled to compensation for hours actually worked up to the termination date and compensation for accrued leave. Bell may only be terminated or forced to resign, whether during or after the probationary period in accordance with Article III Sec 3 7 of the City Charter and Code of Ordinances of the City of Palatka by majority of the City Commission which shall set forth the reasons for the separation. Other than the reasons stated herein, the City Manager, if separated, shall be deemed to be without cause.

**IN WITNESS WHEREOF**, the City of Palatka has caused this Addendum to be signed and executed on its behalf by its Mayor and duly attested by its City Clerk, and Bell has signed and executed this Addendum.

**APPROVED** by the City Commission of the City of Palatka on this 25<sup>th</sup> day of July, 2024.

**ATTEST**

**CITY OF PALATKA**

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
BY: Its Mayor

**EMPLOYEE**

Witnesses:

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Witness Printed Name

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Witness Printed Name

\_\_\_\_\_  
Darryl Le Troy Bell

Date: \_\_\_\_\_

## EMPLOYMENT AGREEMENT

This Agreement is entered into this 8<sup>th</sup> day of February, 2024, by and between the City of Palatka, Florida, a municipal corporation organized and existing under the laws of the State of Florida, (“the City”), and **Darryl Le Troy Bell** (“Bell” or “City Manager”).

The parties agree as follows:

### INTRODUCTORY STATEMENTS

The City Commission of the City of Palatka, Florida, is empowered by the City Charter to appoint and remove a City Manager who shall be the chief executive officer for the City.

The City through its City Commission desires to employ Bell’s services as City Manager; and

It is the desire of the City to provide certain benefits, to establish certain conditions of employment and to set working conditions of the City Manager; and

Bell desires to accept employment as City Manager.

**THEREFORE**, in consideration of the mutual covenants in this document, the parties agree as follows:

#### **Section 1. Powers and Duties of the City Manager**

- A. The City agrees to employ Bell as City Manager for the City and Bell represents to the City that he possesses the qualifications of City Manager and agrees to carry out all functions and duties imposed upon that office by the laws of the State of Florida and the Charter of the City of Palatka, as may be amended from time to time. The City Manager shall perform duties specified in the City Charter and the City Code of Ordinances and perform such other legally permissible and proper duties as the City Commission shall assign.
- B. The City Manager shall devote his full attention, effort and abilities to the office and perform its duties and functions in a professional manner. No additional work may be undertaken by the City Manager without the express, written consent of the City Commission **as described in Sec 3.**

#### **Section 2. Commencement of Employment**

Employment under the terms of this Agreement shall begin and Bell shall be present and available to perform the duties and functions of the City Manager on a full-time basis on February 9, 2024.

### **Section 3. Term**

- A. Beginning on the date contained in Section 2, above, the City Manager shall serve for an indefinite term at the pleasure of the City Commission and may be terminated in accordance with the Charter of the City of Palatka and thus is an “at-will” employee of the City. Nothing herein shall be interpreted to imply or suggest a guaranteed tenure of employment.
- B. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of Bell to resign at any time from this position with the City, provided however, he shall provide the City Commission with at least sixty (60) calendar days prior written notice of resignation, unless waived by the City Commission.
- C. The City Manager agrees to remain in the exclusive employment of the City for an indefinite period and shall not accept other employment unless the City Manager gives written notice of resignation, or otherwise has expressed written consent of the Commission.
- D. It is understood that after notice of termination in any form, the City Manager and the City Commission will cooperate professionally for an orderly transition.
- E. The Commission, by way of this agreement, acknowledges Bell will be able to teach and consult, only, on his personal time, and only in the event that such engagements are not in conflict with his service to the City as City Manager and such actions do not interfere with his ability to work for the City as City Manager.

### **Section 4. Hours of Work**

- A. Bell acknowledges that the proper performance of the duties of the City Manager will require him to generally observe normal business hours and will also often require the performance of necessary services outside of normal business hours. Conversely, the City recognizes and acknowledges that because the City Manager may often have to perform services outside of normal business hours that, when it is reasonable to do so, the City Manager may alter his times of arrival and departure to and from the workplace. Notwithstanding the foregoing, the City Manager agrees to devote additional time as necessary for the full and proper performance of duties of the position and that the compensation provided in this Agreement includes compensation for the performance of all such services.
- B. The City agrees that the City Manager will be permitted reasonable time off, as is customary for exempt employees, so long as the time off does not interfere with the normal conduct of the office of the City Manager. The City Manager shall be granted upon his start date as referenced in Section 2, paid leave of 20 vacation days per year and shall receive sick leave, which shall accrue at the rate of 1.0 days per month. The City Manager shall be granted the same paid holidays allowed to all city employees, not otherwise covered by a collective bargaining agreement.

- C. Other vacation and leave provisions applicable to employees under the City's personnel policies shall apply to the City Manager.
- D. Upon separation, the City Manager shall be compensated for accrued and unused vacation leave and twenty-five percent (25%) of unused sick leave up to the maximum number of hours authorized by law, calculated at the rate of pay in effect upon separation.

**Section 5. Termination and Severance Pay.**

- A. The City Manager may only be removed as set forth in the City Charter as it may be amended from time to time.
- B. If the employment of the city manager is terminated pursuant to the removal procedures in the City Charter, the City agrees to pay severance pay equal to 10 weeks of total compensation, less federal and state withholding. In addition, the City Manager shall be compensated for accrued paid leave calculated at the rate of pay in effect upon termination as authorized by City policies and law and the City shall continue to pay benefits into Bell's retirement during the severance period.
- C. The City shall not be obligated to pay severance benefits described in Section 5 B above during his first 180 days of employment unless otherwise agreed to by Commission, or, if the City Manager is convicted of, pleads no contest to, or receives a withhold of adjudication for a felony or misdemeanor crime involving moral turpitude or dishonesty, or if he willfully acts with misfeasance or malfeasance or otherwise is guilty of willful misconduct which constitutes conduct demonstrating disregard of the City's interests, a violation or disregard of standards of behavior of the City Manager, willful carelessness or negligence to a degree or recurrence that manifests culpability, wrongful intent, or evil desire, willful and substantial disregard of the City's interests or of the City Manager's duties and obligations to the City, including but not limited to willful conduct resulting in material harm to the City, willful neglect or failure to perform his duties, insubordination, misconduct, as defined in section 443.036(29), Florida Statutes, as may be amended from time to time or willful acts of dishonesty. For termination due to reasons related to this subsection, the City Manager is only entitled to compensation for hours actually worked up to the termination date and compensation for accrued leave. Bell may only be terminated or forced to resign, whether during or after the probationary period in accordance with Article III Sec 37 of the City Charter and Code of Ordinances of the City of Palatka by majority of the City Commission which shall set forth the reasons for the separation. Other than the reasons stated herein, the City Manager, if separated, shall be deemed to be without cause.
- D. If this Agreement is terminated by the death of the City Manager, the City shall pay a designated beneficiary of the City Manager or his estate all accrued compensation to the City Manager as of the date of his death. The City shall have no other liability to the City Manager, his estate, heirs, or beneficiaries, and neither the City Manager's beneficiary, nor estate will be entitled to any severance pay.

- E. If the Commission acts to reduce the City Manager compensation or the benefits, the Bell may consider this as separation without cause and Bell will be entitled to severance.
- F. If Bell should resign during the 90 day period before or after an election, it shall be deemed as separation without cause and Bell shall be entitled to severance.

#### **Section 6. Residency.**

The City Manager shall maintain his principal place of residence in the City of Palatka, unless, and only after diligent search and effort, the City Manager is unable to find a suitable residence within the City limits, in which case, he shall reside within a ten (10) mile radius of the Putnam Co limits throughout the term of employment.

#### **Section 7. Salary**

- A. The City agrees to pay the City Manager an annual base salary of **\$162,000** during the first year of this agreement, payable in the same pay periods as general employees of the City are paid.
- B. After conducting an annual review of the City Manager's job performance, the City Commission shall consider the results of his performance evaluation as outlined in Section 8 below, and guidelines applied to city employees in determining the amount of salary adjustment and benefit adjustment for the City Manager, whether and increase or decrease.
- C. The City Manager shall receive general cost of living adjustments, market adjustments, and other salary and benefit enhancements granted by action of the City Commission to city employees. The City Manager's base salary shall be increased by the same percentage and at the same time as employees in accordance with the established city policies and procedures.

#### **Section 8. Performance Evaluation, Goals and Objectives**

- A. Within the first six months of the City Manager's employment, the City Commission shall meet with the City Manager for the specific purpose of setting goals for the City and for the City Manager, and initiating periodic work programs.
- B. The City Manager shall work with the city attorney to identify processes and procedures for request for, and provision of, legal services to city departments and staff.
- C. The City Commission shall review the City Manager's job performance at least once annually with the first review being on or before January 1, 2025. Later annual reviews will occur during the same anniversary month of each year, unless all parties agree otherwise. The annual performance evaluation shall be related to the City Manager's charter and ordinance duties and shall be based in whole or in part on goals for the City Manager's performance that are jointly developed and adopted by the City Manager and the City Commission.

- D. The review and evaluation process shall be established by the City Commission and shall be constructive in nature to enable Bell to improve his abilities and service to the City.
- E. The City Commission shall provide the City Manager with a reasonable and adequate opportunity to discuss the City Manager's evaluation with the City Commission.
- F. The City's Human Resources Professional shall be responsible for scheduling the City Manager's annual review. Failure to perform the City Manager review as determined and described herein in a timely manner shall not be a justifiable reason for delay in base salary adjustment.
- G. The City Manager shall be required to maintain ICMA-Credentialed Manager status during his tenure with the City. Maintenance of such status and educational attainment shall be consideration for any future base salary adjustments.

#### **Section 9. Other Benefits**

- A. Vehicle – City Manager is required to be on call for twenty-four-hour service. In recognition thereof, the CITY shall provide, maintain, insure, and fuel a late model vehicle for City' Manager's City business and personal use. All personal use will be reported according to IRS regulations on the City Manager's W- 2.
- B. Cell Phone - The City shall provide the City Manager with a cellular phone (smart phone), for professional use in accordance with the City's Technology Policy.
- C. Laptop - The City shall provide the City Manager with a laptop computer for professional use in accordance with the City's Technology Policy.
- D. The City shall, at the City Manager's request, provide the necessary documentation for any Student Loan forgiveness available to government employees.

#### **Section 10. Retirement/Deferred Compensation**

The City Manager will be enrolled in and participate in the City's general pension plan and the City agrees to contribute to same on City Manager's behalf in accord with the same formula and pattern applicable to other general employees. Should severance be awarded, the City shall continue to pay into the City Manager retirement during the severance period.

#### **Section 11. Insurance (Health, Vision, Dental and Life).**

The City agrees to provide and pay for the City Manager and dependent 's health, dental and 100% of vision and life insurance in the same manner and under the same conditions as other City employees. The City Manager shall be able to elect to opt out of individual or family plans and be eligible for any payout as provided to other employees for such reduced premiums to the City.

## **Section 12. Professional Development and Resources.**

The City agrees, subject to the annual budget approved by the City Council, to pay the reasonable and necessary travel and subsistence expenses of the City Manager for professional and official travel, meetings and occasions adequate to continue his professional development, and to adequately pursue necessary official and other functions for the City, such as the Florida League of Cities, or, International City and County Manager's Association Annual-Conference, or, other regional, state and local governmental groups and committees of which the City Manager may serve as a member.

## **Section 13. Indemnification**

The CITY shall provide a legal defense, save harmless, and indemnify the City Manager against any tort, professional liability claims or demand or any other legal action, arising out of an alleged act or omission occurring within the scope of the City Manager's employment and performance of his duties and functions, under the same terms and conditions as provided to the employees of the City of Palatka in accordance with the requirement and provisions of the City Charter and Code of Ordinances of the City of Palatka and Florida law. The City shall have the right to compromise and settle and such claim or suit and pay the amount of any such settlement or judgment rendered thereon, in its sole discretion. This indemnification shall extend beyond the termination of employment and the expiration of this agreement to provide protection for any such acts undertaken or committed in the City Manager's capacity as City Manager, regardless of whether the notice of claim or filing of a lawsuit occurs during or following his term of service with the City.

The City shall bear the full cost of any fidelity bonds, which may in the future be required of Bell by law or ordinance.

## **Section 14. Code of Ethics**

The City Manager shall secure membership in the Florida City and County Management Association (FCCMA) and International City Management Association (ICMA). The City Manager agrees to follow the Code of Ethics promulgated by the FCCMA and ICMA and this Code of Ethics (attached) shall furnish principles to govern the City Manager's conduct and actions as the Palatka City Manager.

## **Section 15. General Provisions**

- A. The text herein shall constitute the entire Agreement between the parties. This Agreement shall become effective as of the date first written above, contingent upon adoption and approval by the Palatka City Commission and execution by Bell.
- B. Bell shall not endorse candidates, make financial contributions, sign or circulate petitions, or participate in fundraising activities for individuals seeking or holding elected office in the City Commission, nor seek or accept any personal enrichment or profit derived from confidential information, or holding office, or misuse of public time. The City (including individuals within the City Commission) shall support Bell in keeping these commitments by refraining from any orders or requests to endorse any candidate, make any financial contribution, sign or circulate any petition, or participate in any fundraising activity for individuals seeking or holding elected office, nor to handle any matter involving personnel

on a basis other than fairness, impartiality and merit. Participation in any activities on behalf of the City by Bell must be done equitably across all candidates. Bell shall not support or endorse any election activities that may occur at city events and shall not be held responsible for such.

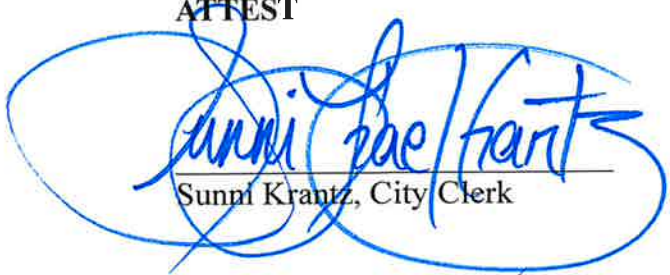
- C. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall not be affected and shall remain in full force and effect.
- D. This Agreement contains the entire Agreement of the parties. It may not be changed verbally, but only by an Agreement in writing signed by the parties.
- E. This Agreement may not be assigned by either party without the written consent of the other party.
- F. Florida law shall govern this Agreement and any litigation that may arise from this Agreement, shall be filed, and litigated in Putnam County, Florida.
- G. The Agreement shall be binding upon and inure to the benefit of the heirs at law or personal representative of the City Manager, if applicable.
- H. The parties acknowledge that each has shared equally in the drafting and preparation of this Agreement and, accordingly, no court construing this Agreement shall construe it more strictly against one party than the other and every covenant, term, and provision of this Agreement shall be construed simply according to its fair meaning.
- I. Notices required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been given and received (a) when personally delivered, or delivered by same-day courier; or (b) upon delivery when sent by prepaid overnight express delivery service; or (c) when sent by email and upon receipt by the sending party of written confirmation by the receiving party.
- J. The terms of this Agreement shall remain in full force and effect and hold over until employment is terminated under the terms herein or a new Agreement or Amendment to this Agreement has been negotiated and entered into by the City Commission and the City Manager.
- K. This Agreement may be executed in duplicate or counterparts, each of which shall be deemed an original and all of which together shall be deemed one and the same instrument. No term, condition, or covenant of this Agreement shall be binding on either party until both parties have signed it.

**IN WITNESS WHEREOF**, THE City of Palatka has caused this Agreement to be signed and executed on its behalf by its Mayor and duly attested by its City Clerk, approved as to form by the City Attorney, and Bell has signed and executed this Agreement on the date first written above.

**APPROVED** by the City Commission of the City of Palatka during regular session on this 8<sup>th</sup> day of February, 2024.

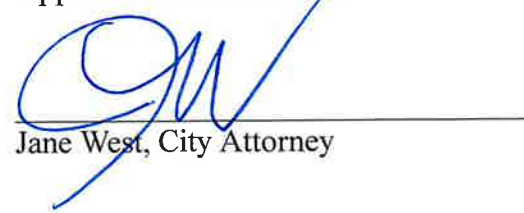
**ATTEST**

**CITY OF PALATKA**

  
\_\_\_\_\_  
Sunni Krantz, City Clerk

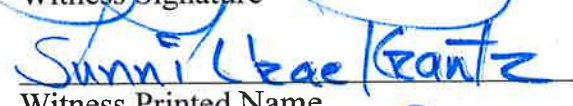
  
\_\_\_\_\_  
BY: Roberta Correa, Its Mayor

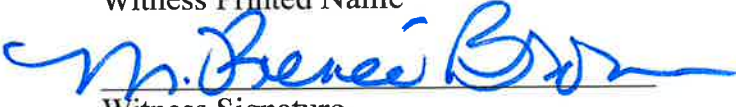
Approved as to form:

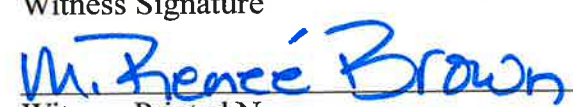
  
\_\_\_\_\_  
Jane West, City Attorney

**Witnesses:**

  
\_\_\_\_\_  
Witness Signature

  
\_\_\_\_\_  
Witness Printed Name

  
\_\_\_\_\_  
Witness Signature

  
\_\_\_\_\_  
Witness Printed Name

  
\_\_\_\_\_  
Darryl Le Troy Bell

# ICMA CODE OF ETHICS

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The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

1. We believe professional management is essential to effective, efficient, equitable, and democratic local government.
2. Affirm the dignity and worth of local government services and maintain a deep sense of social responsibility as a trusted public servant.
3. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.
4. Serve the best interests of all community members.
5. Submit policy proposals to elected officials; provide them with facts, and technical and professional advice about policy options; and collaborate with them in setting goals for the community and organization.
6. Recognize that elected representatives are accountable to their community for the decisions they make; members are responsible for implementing those decisions.
7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.
8. Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.
9. Keep the community informed on local government affairs. Encourage and facilitate active engagement and constructive communication between community members and all local government officials.
10. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.
11. Manage all personnel matters with fairness and impartiality.
12. Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

*Adopted by the ICMA Executive Board in 1924, and most recently revised by the membership in April 2023.*



## STAFF REPORT

DATE: July 25, 2024  
TO: City of Palatka City Commission  
FROM: City Staff

### **APPLICATION REQUEST**

This information is being provided at the request of the commission for the purpose of setting goals for the City of Palatka

### **BACKGROUND**

The Commission recently set goals for the City Manager and per the City Manager contract, goals for the City has to be outlined and set.  
Minutes of the June 14th workshop at which the City Manager's goals were set are attached.

### **PROJECT ANALYSIS**

A review of the Economic Development Plan and the Team Building exercise plan has been reviewed and highlights of the documents are provided for the Commission's consideration to set goals for the City.

### **Staff Recommendation**

It is the recommendation of staff that the Commission review the attached documents and items for consideration as a guiding tool to set goals for the City.

### **ATTACHMENTS**

|    |                                              |
|----|----------------------------------------------|
| 1. | Workshop Meeting Docs for City Goals and MVV |
| 2. | 2024.06.14 Minutes                           |



## SMART GOAL WORKSHEET

When working on smart goals please remember they must be:

**Specific:** Choose an actual task or responsibility to be performed by the employee. The task/responsibility should be clear and easy to understand.

**Measurable:** You must choose the appropriate measurement for defining each employee's task/responsibility.

**Quantity:** The number, rate, amount, margin, percentage, of the product or service that is expected to be accomplished when the employee performs the task.

**Quality:** The Characteristics of the task performed.

**Time:** The period, duration or term involving the task or responsibility.

**Cost:** The budget and financial allocations designed for the task or responsibility.

**Achievable:** Can this task/responsibility be accomplished or completed by the employee?

Ask the following questions:

1. Does the employee have knowledge, experience, and skills for the task?
2. Does the employee understand and know the planning and steps it takes to get the task done?
3. Can the employee manage the scope of the task?
4. Does the employee have the necessary resources for the task?
5. Is the task realistic enough to attain success within the agreed upon time frame?

**Relevant:** Does the employee's task/responsibility directly contribute to the mission/goals of the department and City of Houston.

**Time-Based:** There should be a clear timeframe, deadline, or other time-based expectations when the action, activity or behavior will take place.



## City Manager's Goals Worksheet

City Manager's Name: \_\_\_\_\_ Date: \_\_\_\_\_

The Goals Identified for the Manager at the last meeting:

### 1. Goal: **Management of the Organization**

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 within the organization. Identifies organizational issues and takes corrective action.

- Establish Strategic Plan (Commissioner Feed back)
- Review policy for equity (Commissioner Feed back)

### 2. Goal: **Commission Relationship**

Establishing a collaborative and transparent working relationship with each City Commissioner.

### 3. Goal: **Professionalism**

Providing reports without errors which are presented to the Commission; language should be plain, simple and easy to follow.

### 4. Goals: **Community Engagement**

Proactively communicating with the community to create a range of opportunity for stakeholders and residents to provide input and feedback particularly in those communities whose voices typically are not heard by or in city hall.

I have read and understood my goals.

City Manager's signature: \_\_\_\_\_ Date: \_\_\_\_\_

CITY@



## City Of Palatka Goals Worksheet

Organization Name: \_\_\_\_\_ Date: \_\_\_\_ \_

1. Goal:

2. Goal:

3. Goal:

4. Goal:

I have read and understand the goals as outlined by the Commission for the City of Palatka.

City Manager's signature: \_\_\_\_\_ Date: \_\_\_\_ \_

**In reviewing the various existing plan documents:**

- Economic Development Plan
- Team Building Plan
- CRA Plan
- Comprehensive Master Plan

**The following were developed by the City Manager in concert with the HR Department in the effort to develop possible City-Wide Goals (Bolded Underlined items are Possible City-Wide Goals and not just Economic Development Oriented):**

**TAKEN FROM ECONOMIC DEVELOPMENT PLAN**

- **Address Blighting Conditions in Palatka** (CW)
- **Support Downtown Development** (CW)
- **Public Safety** (CW)
- **Improve Access to Affordable Housing** (CW)
- Implement Business Incubator Study (ED)
- Explore Possibilities of Palatka Municipal Airport (ED)
- **Improve Broadband Internet Access for City Residents** (CW)
- Continue to Explore Urban Services Boundary/Joint Planning Area with Putnam County (ED/Planning)
- Examine Current City Policies and Strategies for Equity Impacts (ED/Org Mgmt)

**TAKEN FROM TEAM BUILDING REPORT**

**Notes from the team building exercise:**

- Lack of a consistent strategic plan
- Eleven City managers in the past 17 years (need stability)
- Economic growth opportunities
- Lack of respect, vision and effective communication (internal and external)
- Vision of the team (MVV)
- Educate employees
- Educate and interact with the community
- Continuity in the messaging
- Identify roles in city operations and creating role redundancy (succession planning)
- Improving both the strength and inconsistency of internal communications
- Separate the people from the problem
- Focus on interests rather than positions

The following items were discussed and work-shopped at a staff meeting where these were developed as possible mission, vision, value statements for the organization and possible the city.

### **CONSIDERATION FOR POSSIBLE CITY-WIDE MVV STATEMENTS**

#### **MISSION**

SERVICE FIRST!

#### **VISION**

Being the premium City in North Florida, where people choose to live, work, play, shop, and come to learn, appreciate, and commemorate our historic value.

#### **VALUES**

Selflessness and Self-accountability

Honor and Honesty

Integrity

Pursuit of Perfection through Communication and Collaboration

**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 a special called workshop 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.

**MINUTES**  
Palatka City Commission  
Workshop  
June 14, 2024

### 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

#### MINUTES

Palatka City Commission

Workshop

June 14, 2024

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

MINUTES  
Palatka City Commission  
Workshop  
June 14, 2024

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.

CITY OF PALATKA

Attest.

City Clerk

By: Its Mayor

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.

MINUTES  
Palatka City Commission  
Workshop  
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