

**CITY COMMISSION MEETING MINUTES AGENDA – WORK SESSION
CITY HALL – CITY COMMISSION CHAMBERS
WEDNESDAY, APRIL 22, 2009, 6:30 P.M.**

Attendance: City Commissioners Jim Sohm, Jules Clavadetscher, Mike Lies, Elsa Duford. Mayor Lou Marchello presiding. City Attorney and Acting City Manager James Raymond and Administrative Assistant Ardrene Sarracino present.

Mayor Lou Marchello called the meeting to order.

APPROVAL OF PROPOSED AGENDA: Motion made by Mayor Lou Marchello, seconded by Commissioner Sohm, to approve the public hearing agenda as proposed.

DEVELOP GOALS AND EVALUATION TRAINING FOR THE CITY MANAGER POSITION:

RELATIONS WITH THE PUBLIC

1. Update website weekly with pertinent City information, keep the public informed.
 - a. Work toward weekly public radio announcements and community news publications.
2. Conduct actions with public in a professional manner while continuing to resolve all citizen complaints.
 - a. Insists on professionalism and the development of positive attitudes and relationships in all facets of City business toward the public and community organizations.

INTERGOVERNMENTAL RELATIONS

1. Cooperate with all other governmental jurisdictions including the tribe in all areas to improve service delivery to the public.
2. Stay aware of County and Tribal activities, with a minimum of quarterly communications with officials keeping apprised of actions that may affect the City.

RELATIONS WITH CITY COMMISSION

1. Maintain weekly communication and updates through email with the Commission.
2. Follows up on Commission requests to address concerns within a reasonable timeline.

LONG RANGE PLANNING

1. Prepare a priority listing (City Plan) of infrastructure repairs by department.
 - a. Such as streets, the type of repair that should be designated, i.e. partial resurface, whole resurface, simple pothole repair, etc.
 - b. Commission to vote on the approval of 'City Plan'.
2. Communicate plan to Commission of funding sources to accomplish long range planning needs by December 31, 2009.
 - a. Including research requirements, funding sources for revenue streams, tax incentives, grants writing and submission timelines.

PROGRAM DEVELOPMENT AND FOLLOW THROUGH

1. Assure departments keep current and follow through on all short and long range program needs.
2. Provide regular Commission updates as to the progress on all City programs planned and currently on going or in place.

PHYSICAL PLANT MANAGEMENT

1. Access the current situation and develop a plan to address City infrastructure enhancement, repairs or replacement of capital facilities and equipment.
 - a. Presented to Commission
2. Develop a plan/timeline regarding Impact Fees/Capital Improvements to the Commission in accordance with State Statute.

FISCAL MANAGEMENT

1. Prepare a budget that balances income and expenditures in the General Fund and present summary to Commission monthly.
2. Salary structure to be analyzed and reviewed with the Commission.

ORGANIZATIONAL MANAGEMENT

1. Evaluate and access organizational structure and job function as well as suggest and plan for organizational improvements.
2. Prepare updated job specifications with all positions to be concluded by the end of the fiscal year.

PUBLIC COMMENT ON MATTERS OF SIGNIFICANT INTEREST TO THE PUBLIC NOT ON THE AGENDA: No members of the public present for comment.

Mayor Marchello adjourned the meeting at 7:45 p.m.

Lou Marchello, Mayor

Attest: _____
Ardrene D. Sarracino, Administrative Assistant