


MEMORANDUM

TO: Commissioner England
 Commissioner George
 Commissioner Samora
 Commissioner Rumrell
 Commissioner Torres

FROM: Max Royle, City Manager 

DATE: December 8, 2020

SUBJECT: Scheduling Workshops for 2021: Discussion of Topics and Dates

INTRODUCTION

During 2020, individual Commissioners at your meetings would from time to time mention the need to have workshops to discuss particular topics. In November, the Finance Director and City Manager compiled a list of them by category and made a suggested schedule of the months in which you could consider holding workshop meetings. We use the plural "meetings" because as you'll see from the list, it may not be possible for you to discuss in one meeting all the topics listed for that month.

TOPICS AND SUGGESTED MEETING SCHEDULE

- A. For February 2021: Planning
 - Discussion of former city hall and planning for pier park
 - Restructuring Building Department and whether the City has a need and financial resources to hire a planner
 - Adopting strategic plan
- B. For March 2021: Personnel Matters
 - Review of Police Department operations and staffing
 - Review of employee pay ranges and salaries
 - Change performance evaluations
 - Discussion of succession planning
- C. For April 2021: Various
 - Joint meeting with Planning Board and SEPAC
 - Discussion of creating a land trust
 - Asset replacement schedule
 - Consideration of parking plan and paid parking
- D. For May 2021: Public Works and Infrastructure

- Discussion of solid waste outsourcing and recycling
- Review of capital projects for FY 22
- Levying stormwater utility fee

SUGGESTED ACTIONS

They are:

1. That you decide whether to add topics to above list or delete topics from it.
2. That you decide whether there are some topics that you want to discuss in February or March instead of April and May.
3. That you decide whether to schedule the workshops over the next four months and the particular topics you want to discuss at the workshops.

For example, you could decide to have a workshop later in January with both the Planning Board and SEPAC, to discuss the topics they want you to consider at workshops from February through May. SEPAC may suggest adding resiliency planning to the list. If you meet with the Planning Board and SEPAC in January, then you won't have to meet them in April.

4. That at your February regular meeting, you decide the topics you want to discuss at your workshop(s) during that month and the dates for the workshops.
5. At your March regular meeting you decide the topics you want to discuss at your workshop(s) during that month and the dates for the workshops.
6. The same request will be made at your April and May regular meeting.

ADDITIONAL CONSIDERATION

It is whether you want to have a joint meeting with the County Commission and, if so, what dates do you suggest for it and what topics do you want on the agenda?