

**CITY OF BAYPORT  
CITY COUNCIL SPECIAL MEETING MINUTES  
COUNCIL CHAMBERS  
May 18, 2009  
5:00 P.M.**

**CALL TO ORDER**

Pursuant to due call and notice, Mayor Nowaczek called the City Council workshop meeting of May 18, 2009 to order at 5:00 p.m.

**ROLL CALL**

Members Present: Mayor Jon Nowaczek, Councilmembers Connie Carlson, Dan Johnson, Torry Kraftson, and Judy Seeberger

Members Absent: None

Others Present: Administrator Mike McGuire, Assistant City Administrator/Planner Sara Taylor, Attorney Nick Vivian

**GENERAL GOVERNMENT AND ADMINISTRATION DEPARTMENT BUDGET AND OPERATIONS OVERVIEW**

Administrator McGuire provided an overview of the budget, staffing and operations of General Government, the services provided through City Hall. The following were highlighted:

- The City of Bayport operates under a statutory Plan A form of government, with the City Council serving as the Board of Directors and the City Administrator supervising all city departments.
- The four major city departments are General Government, Fire, Police and Public Works.
- There has been a reduction in the city levy of approximately 20 percent since 2002, from \$1,275,594.00 in 2002 to \$1,022,533.00 in 2009.
- General Government is made up of six areas – Planning and Zoning, Administration, Mayor and City Council, Municipal Buildings, Recycling and Elections – with five full-time staff serving these areas.
- The General Government budget comprises approximately 25 percent of the total city budget.
- Approximately 50 percent of the building official's compensation is recouped through a contract with the City of Lakeland and surrounding cities.
- The City of Bayport's existing structure and staffing levels is similar to that of five comparable cities in the metro area.

**CITY COUNCIL DISCUSSION AND COMMENTS**

The special meeting continued with discussion amongst staff and the City Council on the information presented by Administrator McGuire. Staffing options, as well as the hiring process of a new administrator were highlights of the discussion. Administrator McGuire indicated he plans on retiring by the end of the year and would like to assist with the hiring and transition process. He stressed the importance of selecting a person with a strong finance/budgeting/human resources background. Administrator McGuire is limited to working 1,044 hours per calendar year, beginning June 1, 2009, and anticipates reducing his hours to meet this requirement. Councilmembers indicated they would like a

selection subcommittee formed to keep the process on track, with participation by members of the City Council and possibly city staff. Councilmembers noted the importance of starting the hiring process soon and suggested holding another workshop to begin the selection process and discuss future organizational needs.

It was moved by Councilmember Johnson and seconded by Councilmember Carlson to set a City Council workshop meeting to further discuss administrative staffing on Monday, June 1, 2009, at 5:00 p.m. Motion carried.

#### **FINAL COMMENTS**

Councilmember Kraftson noted there may have been a better way to bring up the subject of administrative staffing and appreciated the opportunity to work together as a group to move the matter forward.

#### **ADJOURNMENT**

It was moved by Councilmember Kraftson and seconded by Councilmember Carlson to adjourn the meeting at 6:50 p.m. Motion carried.