

TOWN OF CINCO BAYOU  
EXPECTATIONS WORKSHOP MEETING MINUTES  
March 5, 2007 – 5:30 pm

Mayor Iovieno called the Expectation Workshop to order at 5:30 P.M. on Monday, March 5, 2007. Present at the workshop were: Mayor Iovieno, Mayor Pro Tem Koch, Councilman Bratton, Councilman Payne, Councilman Chubb, Town Manager/Clerk Nell Webb and Assistant Monika Gillette. Councilman Bratton excused himself at 6 pm.

Mayor Iovieno stated the purpose of the workshop was to review the duties and expectations of the Town Manager/Clerk and staff of the Town. Ms. Webb reviewed the documents distributed in the packets. Mayor Iovieno stated that there were concerns voiced at the last regular council meeting about what staff were doing or not doing. Mayor Iovieno asked each councilmember for their input:

Councilman Koch stated that she was concerned that staff was not at town hall. She also stated she would like the council packets earlier before meetings and wants minutes within 48 hours. She also stated she would like more updates on projects going on in the town.

Councilman Chubb stated that because of where he lives and that he drives by frequently he was concerned about the Town Manager not being at the office. He also stated that he was not sure of the expectations of the position because they were not clear. He also wanted meeting minutes within 48 hours and to be included in status of projects. He recommended that unfinished business should be included at each meeting until fruition of the project. He also stated that he would like the council packets at least the Friday before the regular council meeting.

Councilman Bratton stated he did not want to bash Ms. Webb but has had reoccurring disappointments over the years. He stated he felt there was a lack of communication and that Ms. Webb did not listen well. He stated that he felt the Town could do better. He stated that he opposes any review that would include a rating system due to potential retributions to the Town.

Councilman Payne stated that some situations could be taken care of with a phone call and stated that individual council members have their faults too. He agreed that the town could benefit from better communication.

Councilman Caforio was not present, but Mayor Iovieno stated that she had told him that she was requesting that the minutes be delivered in advance and that questions be answered in a timely manner by staff.

Mayor Iovieno stated there were some grey areas in the job descriptions and that there should be more specifications on tasks. He recommended that each position should have a generic/broad description followed by a specific task list.

Ms. Webb stated she had issues with the council determining her staff's job descriptions and duties. She felt that this was her job and that if the council were involved it would be micro managing her. She stated her job description was in the Town's charter and adopted by ordinance and is in the code book. Councilman Payne gave a brief history stating that the job description was developed by former Town Manager Irwin Bell. Ms. Webb also reminded the council that the staff consisted of only three people. Mayor Iovieno stated that by developing a job description and task list it would be easier to determine if more staff is needed. He also stated a task list would create realistic expectation of what can be done in the amount of hours worked.

He and Councilman Chubb suggested that a task list be broken down into daily, weekly and monthly duties.

Mayor Iovieno also stated that the council has a responsibility to be respectful to employees and each other and that disrespect would not be tolerated.

Mayor Iovieno recapped specific concerns:

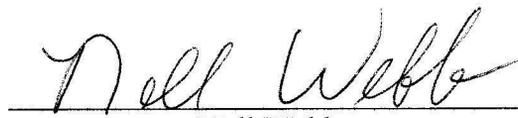
- Action Item Status – follow status of projects to conclusion by keeping them as unfinished business on the agenda.
- Have the minutes to the council within 72 business hours
- Update the council on uncompleted projects within the town
- Update the council on notable items involving the town

Council Chubb stated that the council should review the Town Manager/Clerk's job description. Mayor Iovieno asked that Ms. Webb review and develop a broad job description and a task list for each of her staff.

**Adjourn** – There being no further business, the meeting adjourned at 7:00 pm.

ATTEST:

  
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Michael Iovieno, Mayor

  
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Nell Webb  
Town Manager/Clerk

