

August 28, 2012

12-23 wksp

The Caribou City Council held a workshop at 5:30 p.m. on Tuesday, August 28, 2012 at the Caribou Inn and Convention Center with the following members present: Mayor Kenneth G. Murchison, Jr., Deputy Mayor David Martin, Mary Kate Barbosa, John R. Boone, Philip McDonough II, Gary Aiken and Bryan Thompson.

Margaret Daigle, Interim City Manager; Jayne Farrin, City Clerk; Michael Gahagan, Police Chief; Scott Susi, Fire Chief; Diane Dubois; Library Director, Kathy Mazzuchelli; Parks & Recreation Director; Michael Shrewsbury, Community Development Director; Wanda Raymond, Finance Director; Elizabeth O'Bar, Tax Assessor; David Ouellette, Public Works Director; Corlene Singletary, Human Resources Director; and Stephen Wentworth, Code Enforcement Officer.

Attending: John Swanberg, Capital Improvement Committee.

1. Review past and existing documents on goals and objectives. (M. Daigle)
 - M. Daigle commented favorably on "Caribou's Vision" located on the homepage of the City's website. She spoke about the positive things happening in Caribou.
 - M. Daigle suggested that there may need to be some restructuring of individual departments.
2. City Council Goals and Objectives (See List) and Discuss how Department Managers/staff can help the Council achieve these goals?

a) Budgets-Finances

Expectations for 2013 Budget Year...employee raises, overall increases/decreases.

- Mayor Murchison mentioned the City needs to hold its own towards the budget and review benefits.
- D. Martin expressed that he is fine giving employees a raise if Department Managers are able to pay for it through budget savings.
- G. Aiken stated that the City needs to hold the line regarding the budget and to work increase tax base. He also stated that City Council could use a monthly report that provides the number of city employees by department as this would be helpful to address citizen's concerns.

b) Employees

Finding Efficiencies-Cost Savings

Employee Benefit Cost Savings (Health Insurance, Sick Leave Bank, etc...)

- W. Raymond noted that collection of real estate taxes has been the difficult due to the economy. She commented about the smaller number of employees in the Caribou Finance Department versus the City of Presque Finance Department. She agreed that staffing levels need to be reviewed.
- K. Muzzuchelli stated that Department Managers do not control the costs for heating fuel, electricity and health insurance. She feels it is unnecessary for employees to be able to build up the number of sick days.
- G. Aiken observed that 55% of Caribou's budget is employee's cost.
- D. Ouellette provided an example of how using the Defense Reutilization Management Office (DRMO) has helped the City with Capital Improvement expenses. The Public Works was approved \$110,000 for one new truck. He was able to purchase five trucks for \$55,000.

c) Growth and Economic Development

- M. Shrewsberry remarked that there are grants available to help make improvements to City.
3. Perception of the City and City Governance? (Basic discussion on "How are we doing?" Citizen comments at Council meetings. How to respond without being defensive, role of Department Managers at meetings.
- J. Farrin suggested that Department Manager/City Manager/Council write a weekly column for the Aroostook Republican. The City of Presque Isle does this. This would help get positive information out to the public.
 - G. Aiken remarked it would be great if the information on the website was updated. Caribou needs someone to manage website instead of sourcing out.
4. Discuss how the Council can help the Staff/Department Managers to be good managers for the City. (Information gathering, dissemination, other)

M. Daigle asked each attendee to give their final comments for the evening. Both Councilors and Departments Managers want to continue the dialog that was started this evening by holding additional Council/Department Manager Workshops.

Kalen Hill, Secretary Pro-Tem