

March 5, 2018

Personnel Policy Workshop – 6:30 p.m.

Edwards, Lewis, McClendon, Roddenberry, McKenzie

Should org chart be included in the policy – it's in the manual, however, possibly reference it on pg 5 – Scope.

Attorney Cox to research state policy and wording as it relates to “immediate family” and re-address policy definition.

Should Council have access to City Hall, pg 15 – Edwards and Roddenberry believe Council should, McKenzie disagrees (maybe just chambers and foyer), Lewis stated he doesn't have an issue with it as long as Attorney Cox and Clerk Schilling research Council bonding and liability concerns. Clerk Schilling reported an access panel can be added to the Council chamber door at a cost of \$1,318.00. Council not in favor of installing access.

Tobacco, pg 15 – broaden statement to include vehicles or leave as inside facilities – discussion to leave as is

Property loss and damage, pg 15 – Research if it's legal to deduct employee pay. Attorney Cox stated you would have to show reckless behavior or gross negligence on the employee's part.

Making complaints of sexual or other illegal or improper harassment or retaliation, pg 11 - Cox to research and re-word or clarify language.

Bad faith claims of sexual or illegal or improper harassment – remove the wording “disciplinary action up to and including”.

Political activities, pg 14 – City staff should stay neutral.

Drug screening, pg 24 – include promotion to clarify.

Ms. Schilling presented the Council a copy of a previously adopted (04-2013) travel policy. Mr. Cox will incorporate it into the Policy Manual.

Substance Abuse, pg 18 – Roddenberry requested City Clerk look at CHP policy to see if there is an assistance program offered, Cox to research State EAP policy. Lewis questioned if this includes medical marijuana. Cox stated employee would have to produce a valid prescription.

Payment of annual leave upon separation, pg 30 – Should this be clarified that payment is made once for DROP employees – Cox to incorporate DROP language.

Employee evaluations, pg 38 – Mayor would like evaluations completed for all employees of the City. Evaluation forms and timing of appraisals need to be adopted and incorporated into the Policy. Cox suggested evaluations be completed by May 31 each year for all employees. Edwards and Lewis suggested contacting other cities to see Public Works Director and City Clerk forms for quantitative measures.

Citizen, Max Campbell, was present and asked for an update on the Hwy 319 bike trail. Leonard Tartt has not been contacted by the State regarding the extension through Sopchoppy. DOT still has not decided on the cross-over to bring it into town. Cox doesn't feel the City will hear from DOT until Franklin County comes on-board with the project.

Mr. Campbell also asked for information on widening of Hwy 319. Tartt informed Mr. Campbell of the four phases and the areas they encompass.

With no further business, the meeting adjourned at 8:00 p.m. Motion by Lewis, second by Roddenberry.

March 12, 2018

The meeting was called to order at 6:30 p.m. by Mayor Edwards with prayer and salute to the flag. In attendance: Edwards, Lewis, McClendon, and McKenzie.

The minutes from the previous meeting were approved as presented by the Clerk. Motion by Lewis, second by McKenzie, passed 4/0.

City Clerk, Ashley Schilling, presented, for signature, an updated Memorandum of Agreement between the State of Florida, Department of Economic Opportunity and the City of Sopchoppy. The agreement incorporates the new Rural Area of Opportunity (RAO) boundaries. A motion was made to execute the agreement by Mayor Edwards, second by Lewis, 4/0.

Justin Ford, Dewberry Engineering, attended the meeting to present the Depot Park parking lot bids to the Council. Three bids were received; Peavy & Son \$46,305.00; Pigott Asphalt \$47,550.00; Live Oak Mgmt Group \$51,095.90. A motion was made by Lewis to award the bid to Peavy & Son, second by McKenzie, 4/0.

Councilmember Lewis inquired as to the remaining balance in the Depot Park line item in this year's budget. At this time, there is not enough to do the parking lot and music pavilion. The Council discussed delaying construction of the pavilion. Mr. Lewis suggested completing the parking lot and securing power in the stage area, so it can be utilized while awaiting construction of the pavilion. After discussing, Council agreed with this plan of action.

Alan Hart, Baskerville-Donovan, presented the Council a Task Order and Fee Schedule for the US 319 utility relocation project. Per the memorandum, BDI will act as the City liaison with FDOT, attending all meetings and respond/provide information as needed. BDI will analyze all roadway plans and profiles in the FDOT project design set and meet with the City to verify approximate location of pipe and appropriate pipe sizes. Once this is completed, BDI will develop an Engineers Opinion of Probable Construction Cost to relocate the affected utility features. BDI will then prepare financial hardship documentation on behalf of the City for submittal to FDOT. The fees associated with the Task Order presented to the Council by BDI will not exceed \$24,260.00. A motion to approve the Task Order as presented was made by Mayor Edwards, second by McKenzie, 4/0.

The annual Worm Gruntin' festival will be held downtown Saturday, April 14. The Council asked the Clerk to contact WCSO and request assistance in closing Rose Street from Winthrop Avenue to Municipal Avenue and Winthrop from Rose St to Byrd. Councilman Lewis also requested cones placed at each intersection on Rose Street from Municipal Avenue to Faith Avenue during the race.

The financial and adjustment reports were approved by signature of the Council.

Clerk Schilling informed the Council she will be attending a mandatory CDBG workshop in Tallahassee, March 13-15 and will be on vacation the following week.

Public Works Director, Leonard Tartt, informed the Council his department is working to lower water taps in Magnolia Gardens due to sewer lines being installed.

Mayor Edwards gave a report on Depot Park. Ms. Edwards and Clerk Schilling are researching benches to be installed by the playground and around the walking path. Ms. Schilling will get an estimate on concrete pads to anchor the benches. Ms. Edwards also would like to begin looking at installation of an irrigation system, especially at the front for landscape.

Mr. Tartt requested signage relating to dogs on leashes and pet waste stations. He also reported seeing signs in other communities that read "please drive like your kids live here" and would like to possibly install something like this to help slow traffic in the downtown area. Approval was given to the Clerk to go ahead and purchase the waste stations.

Councilman Lewis would like to research additional grants to fund the music pavilion at Depot Park. Justin Ford reported the City currently has a \$50,000.00 grant awaiting approval. Mr. Lewis also thanked City staff for preparing the City Park grounds and facilities for the Jesus River Fest.

Councilman Lewis asked for a projected date on the Personnel Policy updates. Attorney Cox stated he should have it ready prior to the April meeting.

With no further business, the meeting adjourned at 8:03 p.m. Motion by Lewis, second by McKenzie.