

March 28, 2024
Workshop
Administrative Policy Changes

The workshop was called to order at 6:00 p.m. by Mayor Rudd. In attendance: Rudd, McClendon, and McKenzie.

Public Works Director Seth Green presented proposed changes to the current overtime/comp time policy. Option A would pay out once a year with a cap. Option B would do away with comp time and pay for overtime each month.

Councilman McKenzie asked Attorney Dan Cox about comp time guidelines and if you have to take any hours earned within a set time period.

Mayor Rudd asked fellow members which way they want to do it – pay out or earn. McKenzie has no preference. Suggested hiring a payroll company.

Attorney Cox can draft a more simple policy using Option B and bring it back for the Council to review. Cox also suggested paying out any comp time currently on the books.

Since staff receives on-call, weekend pay, they will no longer be able to claim hours for checking wells.

McKenzie stated moving forward, time management is of the essence to lessen the amount of comp time earned.

PWD Green has 450 (+/-) hours of comp time on the books and asked if he will just lose those hours or can he be paid for some of them. Attorney Cox will look into it and bring a recommendation back to the Council.

Mayor Rudd suggested possibly paying Green for the hours earned while working under the previous public works director, before taking over the position.

The council stated going forward, exempt positions would have to take the hours off instead of being compensated for them.

Mayor Rudd adjourned the workshop at 7:09 p.m., second by McKenzie.

April 8, 2024

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

A motion to approve the March 11, 2024, minutes was made by Edwards, second by McClendon, 3/0.

The Council held the **2nd public hearing and adoption for Ordinance No. 2024-01** - An Ordinance Of The City Of Sopchoppy, Florida, Amending The City Of Sopchoppy Schedule Of Fees And Charges To Include A Capacity Fee Chargeable To All New Users Of The City's Potable Water System; Repealing All Ordinances In Conflict; And Providing An Effective Date. The Ordinance was read by title only by City Clerk Ashley Schilling. Clerk Schilling stated the fee should read \$7,200.00 instead of \$7,500.00. There were no further comments or questions, by Council or the public. A **motion** to adopt Ordinance 2024-01 with \$7,200.00 was made by Edwards, second by Rudd, 3/0.

The Council held the **2nd public hearing and adoption for Ordinance No. 2024-02** - An Ordinance Of The City Of Sopchoppy, Florida, Amending The City Of Sopchoppy Schedule Of Fees And Charges To Revise The Fees And Charges For Monthly Water Service And Quantity Charges For All Users Of The City's Potable Water System; Repealing All Ordinances In Conflict; And Providing An Effective Date. The Ordinance was read by title only by Clerk Schilling. Clerk Schilling stated it is staff recommendation to raise the rates one time, making inside and outside rates the same and making the effective date October 1. There were no further comments or questions. A motion to adopt Ordinance 2024-02 was made by Edwards, with inside/outside rates being the same and making it effective October 1, second by Rudd, 3/0.

Attorney Dan Cox presented his recommendations on changes to the Administrative Policy and Procedures regarding overtime and comp time. Attorney Cox recommended overtime earned in a month be paid at the end of each month. Employees with comp time currently on the books must use as much of it as possible by the end of this fiscal year. Time earned on the 4th of July would need to be used by the following July. The council agreed burning current comp time on books before September 30, then paying employees for whatever is left; any overtime hours earned on July 4 must be used before the next July; and overtime hours earned will be paid each month, beginning October 1.

The financials and adjustments were approved by signature of the Council.

Clerk Schilling stated the laptops used by Council is no longer compatible with the City's computer system. Any Councilmember wishing to receive a laptop needs to let the Clerk know.

Jeff Jones, BDI, gave an update on the Phase I water system improvements. 30% of the design and permitting is complete and BDI should have 60% completed within the next month or so.

Mr. Jones, PWD Green, and Attorney Cox met with developers, entered more data into the hydraulic model, and reported if the 12" water main needed in phase 1 is installed, it will aid in some developments being able to move forward in a limited capacity.

EPA has mandated a lead line service inventory that must be initiated before October 1. PWD Green would like to hire Dale Rushton as a contract employee to assist staff with the project. Mr. Green would also like to reach out to contractors to aid in data entry of the inventory. The City has access to SRF loans that if awarded, would be 50% forgivable. The Council agreed to hire Mr. Rushton to assist with the project and search for funding to help with the data entry.

The campsites located along the river need electrical upgrades and the gazebo needs to have electricity added to it. Each site would have 20/30/50 amp plugs available. The city received quotes from one company,

\$16,000-17,000/campsites, \$1,500/gazebo. The city has contacted other companies for quotes as well. Councilmember Edwards would like the upgrade to be done as the park receives a lot of visitors and suggested increasing the camping fees for the sites along the river. Staff will bring the upgrade back for consideration once additional quotes are obtained.

The park host and whether or not to pay a salary or stipend was discussed. PWD Green stated the host role needs to be more explicit. The current contract and outline of duties are vague. The current host, Victor Spencer was present and stated, for the most part, he is at the park 24/7 and as a resident host, most state park resident hosts receive pay like a ranger does. Councilmember Edwards suggested finding a balance between a benefit package and pay. Clerk Schilling asked the auditors, and they suggested contract labor with an LLC and 1099 but would research it more. Mr. Spencer stated he does not want to have an LLC and would need to look outside of the park for part-time employment. The Council instructed Mr. Spender to contact PWD Green for any repairs needed at the park and staff would help with mowing the softball field at the park.

With no further business, the meeting adjourned at 7:47 p.m. Motion by Rudd, second by Edwards.