

October 5, 2016

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

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

Kathy Bland, American Red Cross, spoke to the Council regarding the possibility of using structures within the City limits for shelters, when needed. The first step in the process is to locate a facility and complete a Shelter Facility Survey. The Council is in favor of the process and instructed Clerk Ashley Schilling to work with Ms. Bland in regards to the Historic Sopchoppy Gym being used as a possible shelter. City employee, Dale Rushton, took Ms. Bland to the gym to begin the survey.

Andy Easton was in attendance and held a fair housing training for the general public and elected officials. The motion to appoint Aerie Edwards and Fred McClendon to the existing Citizens Advisory Task Force was made by Nichols, second by Roddenberry, passed 4/0. This fulfills the CDBG rule for having five CATF members.

On October 26, Andy Easton will hold a CATF meeting along with the first public hearing on the CDGB grant.

A motion was made to allocate up to \$4,600.00 to review the plans for the CDBG grant proposal made by Baskerville-Donovan engineers. Motion made by Lewis, second by Nichols, passed 4/0.

Attorney Dan Cox prepared and presented a memo regarding the new FLSA requirements for exempt employees. As a result of this, a motion was made to increase Clerk Schilling's salary effective October 1, 2016, to the minimum required, \$47,476.00 with a 5% increase added for obtaining her CMC certification (\$49,849.80). The motion was made by Roddenberry, second by Lewis, passed 4/0.

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

Clerk Ashley Schilling presented the Council with the quotes for a laptop and tablet for the Commissioners use for City business. After reviewing the proposals, a motion was made by Nichols to purchase five tablets at a total cost of \$4,697.55, second by Roddenberry, passed 4/0.

Dan Cox and Clerk Schilling will be meeting with Duke Energy October 17, to discuss the City's franchise fee agreement that expires May, 2017.

Commissioner Lewis made a motion to proceed with pay incentive increases for job related certifications, second by Nichols, passed 4/0 as follows:

**Tier 1** – any certification required as a condition of employment or continued employment. The condition for certification may be set in federal or state statute or

regulation or as mandated by a majority vote of the city commission. No incentive will be paid for a recertification or for certification lost and subsequently regained. Staff salary will be increased by **5%** based on the salary at the time the certification was earned. The base pay rate of positions with certification requirements should be set assuming new hires have their certifications at the time of hire. In the event a hire is made and the new hire does not have the required certification, their salary shall be adjusted downward until the necessary certification is achieved.

**Tier 2** – any non-mandatory certification gained by staff that can be shown to be of appreciable benefit to the city, this includes the city water system. A justification and recommendation of benefit will be made by city senior management and require a majority vote of the commission. No incentive will be paid for a recertification or for certification lost and subsequently regained. Staff salary will be increased by **2.5%** based on the salary at the time the certification was earned.

A motion was made by Lewis to proceed with the following policy as presented on unused leave, second Nichols, passed 4/0:

Staff compensatory leave must be at a zero balance before annual leave can be used.

Senior management with an annual leave balance in excess of 480 hours at the end of a calendar year will have the excess balance converted to sick leave. This will not change the sick leave payout rate of 480 hours or 25% of total accrued sick leave, whichever is less, upon separation.

Hourly employees (non-exempt) with an annual leave balance in excess of 360 hours at the end of a calendar year will have the excess balance converted to sick leave. This will not change the sick leave payout rate of 480 hours or 25% of total accrued sick leave, whichever is less, upon separation.

Desera' Wishart, Wakulla High School Senior Class President, wrote a letter to the City Council requesting consideration of a donation to the senior activities fund this school year. Motion was made by Nichols to donate \$250.00 to the fund, second by Lewis, passed 4/0.

Clerk Schilling reported on the ongoing on-line utility payment process. The city's IT officer, Cale Langston, continues to work with IMS to integrate this plan.

Councilmember Roddenberry would like to go forward with pricing and companies to design a city logo. Commission gave approval to contact various individuals and companies to inquire.

With no further business, the meeting adjourned at 8:40 p.m. Motion by Roddenberry, second by Nichols.