

**MINUTES OF THE AUGUST 21, 2018 SPECIAL SESSION
GREEN COVE SPRINGS CITY COUNCIL**

Call to Order

A duly called Special Session of the Green Cove Springs City Council was called to order Tuesday, August 21, 2018, at 9:00 a.m. in the City Council Chambers, 321 Walnut Street, Green Cove Springs, Florida.

Invocation and Pledge of Allegiance to the Flag

The invocation was given by Council Member Royal followed by the Pledge of Allegiance to the Flag of the United States of America.

Roll Call

COUNCIL MEMBERS PRESENT:

Pamela J. Lewis
B. Van Royal
Roy M. Timberlake, Jr.
Steven R. Kelley, Vice Mayor
Constance W. Butler, Mayor

STAFF MEMBERS PRESENT:

L. J. Arnold, III, City Attorney
Danielle J. Judd, City Manager
Mike Null, Asst. City Mgr. / Public Works Dir.
Derek Asdot, Acting Chief of Police
Marlena Guthrie, Finance Director
Mary Jane Lundy, HR Director
Kimberly Thomas, Interim City Clerk

**Mayor to call on members of the audience wishing to address
the Council on matters not on the Agenda.**

Ms. Judd requested a motion to approve a Proclamation for Florida Lineworkers to be presented at the Hooper Appreciation Luncheon that afternoon. August 21, 2018 Regular Council Meeting.

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO APPROVE A PROCLAMATION FOR FLORIDA LINEWORKER APPRCIATION. THE MOTION WAS SECONDED BY COUNCIL MEMBER LEWIS. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS PAMELA J. LEWIS, B. VAN ROYAL, ROY M. TIMBERLAKE, JR., STEVEN R. KELLEY, AND CONSTANCE W. BUTLER, MAYOR. NAYS – NONE.

1. City Council review of the General Fund Operating Budget (Expenditures) and Capital Improvement Program (CIP):

A. General Fund Expenditures *Marlena Guthrie, Danielle J. Judd*

- a. Human Resources – Ms. Lundy gave an overview of budget line items. She requested an increase of 5 hours for part-time clerk. Discussion followed. Ms. Judd gave an explanation on funding for the Internship Program.
- b. Information Technology – Mr. Null gave an overview of budget line items. Mr. Alicea presented a hand out and PowerPoint presentation on 2018 Accomplishments and Goals for 2019. Discussion followed about adding cameras and internet in Spring Park and Pier. Council requested Mr. Alicea look into partnerships with different internet companies.
- c. Finance – Ms. Guthrie stated expenses lower than last year and no changes made.
- d. General Services - Ms. Judd gave an overview of budget line Arts & Rec Expenses - Special Events and Fundraisers needed to be segregated into a special revenue fund. Ms. Guthrie explained that the vendor refunds from Memorial Day 2018 effected the increased amount for 2018. Mr. Timberlake preferred Activity Based Classifications. Mr. Null gave an overview on remaining budget item lines. Mr. Thomas explained some of the improvement and maintenance costs. Discussion followed.
- e. Public Works/Streets - Mr. Null gave an overview on remaining budget item lines. Discussion followed on CIP for paving dirt roads and repairing brick streets. The sidewalk program was discussed at length.
- f. Right-of-Way Maintenance - Mr. Null gave an overview on remaining budget item lines. Discussion followed. Mr. Thomas confirmed that City Staff handles all medians, parks, City buildings and facilities. ROW is contracted out.
- g. Equipment Maintenance - Mr. Null gave an overview on remaining budget item lines. Discussion followed.

2. City Council review of the Police Building Debt Service Fund Budget:

Ms. Judd gave an overview of budget line item. No discussion.

3. City Council review of any outstanding items from Fiscal Year 2018/2019 Budget Hearings:

- a. Ms. Judd recommended Council consider giving employees a 3% COLA. She also recommended a Bonus Program be added to the Personnel Policy, and task Directors to get feedback from employees and come back with a plan. A Resolution would need to be adopted. New hire bonuses, step program, and flat rate increases were discussed.

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO APPROVE A 2% COLA AND INCREASE BASE PAY CATAGORIES ACROSS THE BOARD BY \$500. THE MOTION WAS SECONDED BY COUNCIL MEMBER ROYAL. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING

ROLL CALL VOTE: AYES – COUNCIL MEMBERS PAMELA J. LEWIS, B. VAN ROYAL, ROY M. TIMBERLAKE, JR., STEVEN R. KELLEY, AND CONSTANCE W. BUTLER, MAYOR. NAYS – NONE.

- b.** Additional discussion followed on items previously tabled such as Clay High request for funding, Clay Florida EDC request for \$10,000, and Matching Grant amount change to \$25,000.

- 4. City Manager and City Attorney Reports and/or Correspondence.**

There were none.

- 5. City Council Reports and/or Correspondence.**

There were none.

Adjournment.

There being no further business to come before the City Council, the meeting was adjourned at 3:21 p.m.

CITY OF GREEN COVE SPRINGS, FLORIDA

Constance W. Butler, Mayor

Attest:

Kimberley Thomas, Interim City Clerk