

**MINUTES OF THE AUGUST 14, 2018 SPECIAL SESSION  
GREEN COVE SPRINGS CITY COUNCIL**

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**Call to Order**

A duly called Special Session of the Green Cove Springs City Council was called to order Tuesday, August 14, 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

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  
Glee Glisson, Parks & Rec. Director  
Kimberly Thomas, Interim City Clerk  
Tiffanie Reynolds, Communications Cord.

**STAFF MEMBERS PRESENT:**

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

NONE

**1. City Council review of Wages and Benefits. *Mary Jane Lundy, Danielle J. Judd***

Ms. Judd reviewed a PowerPoint presentation on Wages & Benefits. Ms. Lundy presented a PowerPoint Presentation and Mr. Null explained the different pay grades, job descriptions and requirements.

Discussion followed about take home pay versus benefits and buy backs of vacation or pay out of sick time. Council Members agreed that employees should take their vacation time, for various reasons. Mayor Butler asked if coverage or under staffing was one of the reasons employees chose not to use vacation time. Council Member Timberlake asked how a new employee goes from base pay grade to maximum pay grade. Ms. Judd explained through COLA and evaluations per policy, such as Merit Reviews. She stated there is no step plan. The City Council was in favor of a 2% Cost of Living Adjustment (COLA) for all employees.

Ms. Judd suggested keeping current employees at their current benefit stage and find a way to roll some of the benefits into wages for new employees.

Under lengthy discussion, Council Member Royal agreed to table his motion which was seconded by Council Member Lewis to give a \$1000 bonus across the board. A second motion was made by Council Member Royal and seconded by Council Member Timberlake to give a 2% raise across the board and a \$500 one-time bonus for all employees who meet probation effective October 1<sup>st</sup>. This motion was removed as well.

A MOTION WAS MADE BY COUNCIL MEMBER ROYAL TO APPROVE A 2% INCREASE FOR ALL EMPLOYEES AND A \$500 ONE-TIME BONUS FOR EMPLOYEES WHO MEET PROBATION AS OF OCTOBER 1, 2018. ONCE AN EMPLOYEE MEETS THEIR PROBATION THEY TOO WOULD RECEIVE THE \$500 ONE-TIME BONUS. 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.

City Council recognized Kile Brewer, Reporter for Clay Today as his last day covering the City of Green Cove Springs meetings and instructed staff to create a Proclamation in his honor for the August 21, 2018 Agenda.

**2. City Council review of the General Fund Operating Budget (Revenues and Expenditures) and CIP. *Marlena Guthrie, Danielle J. Judd***

Ms. Judd reviewed a PowerPoint presentation on the General Fund Operating Budget and CIP and the budget line items as presented by Ms. Guthrie. There would be no contribution to Fund Balance this year. Ms. Judd suggested revisiting the budget amount for the Special Events Fund due to increase in activities and overtime.

**a. General Fund Revenues -**

Ms. Guthrie gave an overview and Council discussion followed. Council Member Timberlake inquired about the increase in revenue for Red Light Camera Citations and Chief Asdot explained that the increase in population and traffic flow was affecting the revenue and would more than likely stay that way through the building of the Beltway.

**b. General Fund Expenditures -**

**a. Parks and Recreation** – Ms. Judd gave an overview of increase request to budget. Ms. Glisson gave a handed out and discussed accomplishments from the past year and upcoming programs and tournaments to be held in Spring Park and the ASACC Gym. Discussion followed about the Pilot Pickle Ball Program, Softball League and an Intergovernmental Cooperation with Clay County for Carl Pugh Park.

- b. Park and Recreation Planning** - Mr. Null and Mr. Thomas discussed Operating budget lines for Parks and Recreation Fund and CIP. Discussion followed about future plans for Spring Park and the pier. Council Member Royal suggested the idea of food trucks in Spring Park. Council directed Staff to come back with more information. Mr. Null and Mr. Thomas discussed FRDAP Grants. Council discussion followed for all City park improvements. Concerns of the FRDAP Grant for the Gustafson Park was discussed at length.

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO RETURN THE LAND TO THE STATE OR ANOTHER ENTITY IN ONE FORM OR ANOTHER. THE MOTION WAS SECONDED BY COUNCIL MEMBER ROYAL. DISCUSSION FOLLOWED.

AN AMENDMENT TO THE MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO RETURN THE LAND TO THE STATE OR A THIRD PARTY WHO CAN FULFILL THE REQUIREMENTS OF THE FRDAP GRANT. 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.

Mr. Null continued with discussion of the 3 Phases of St Johns River Trail. He recommended returning funds to the State for Phase 1 (\$150,000) due to concerns such as wetlands and sufficient parking. Council Member Royal stated there were many other projects that the funds could be used for. Mr. Null requested keeping Phase 2 of the project as some engineering work had been done on that part of the trail.

A MOTION WAS MADE BY COUNCIL MEMBER ROYAL TO APPROVE RETURNING SAID FUNDS TO THE STATE. THE MOTION WAS SECONDED BY COUNCIL MEMBER TIMBERLAKE. 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.

- c. Code Enforcement** – Ms. Goswami presented a PowerPoint and gave an overview of the past year and various CE sites. A work plan and accomplishments were presented along with a request to increase the hours of the Code Enforcement Officer to full-time. Ms. Judd gave an overview of the CE line items and of increase request to budget. Discussion followed.

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE INCREASE HOURS OF CODE ENFORCEMENT OFFICER TO FULL-TIME. 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.

- c. **Augusta Savage Arts & Community Center** – Ms. Judd gave an overview of budget line items. Discussion followed about plans to complete entire facility including the future Food Pantry location and completion of the Cafetorium. Council Member Timberlake suggested looking into other options for the Cafetorium. The amount of budget allotted for programming such as the Internship Pilot Program was also discussed.
- d. **Development Services** – Ms. Judd gave an overview of budget line items. Discussion followed.
- e. **Police Department** – Chief Asdot gave an overview of budget line items. Discussion followed about using the electric board for power outages and the public’s understanding as to why they reach the police department after hours.
- f. **City Council** – Ms. Judd gave an overview of budget line items to include new Communications Coordinator position. Discussion followed on methods of advertising. The Internship Pilot Program was also discussed.
- g. **City Clerk** – Ms. Judd gave an overview of budget line items. Discussion followed about Civic Clerk Portal.
- h. **City Manager** – Ms. Judd gave an overview of budget line items. No changes made.
- i. **City Attorney** - Ms. Judd gave an overview of budget line items. Mr. Arnold explained the \$3,500 request for Non-Ad Valorem Assessment Programs and \$10,000 request for Outside Expert Counsel.

**Spring Park CIP** – Discussion followed for amending budget midyear, possible attrition, amount of remediation.

A MOTION WAS MADE BY COUNCIL MEMBER ROYAL TO PULL \$50,000 FROM RESERVE TO HOLD FOR REMEDIATION. THE MOTION WAS SECONDED BY VICE-MAYOR KELLEY. 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.

**3. City Manager and City Attorney Reports and/or Correspondence.**

There were none.

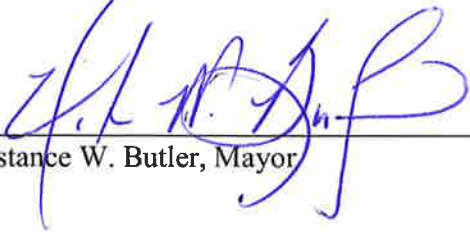
**4. City Council Reports and/or Correspondence.**

There were none.

**Adjournment.**

There being no further business to come before the City Council, the meeting was adjourned at 2:45 p.m.

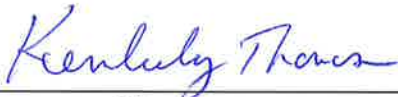
CITY OF GREEN COVE SPRINGS, FLORIDA



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Constance W. Butler, Mayor

Attest:



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Kimberley Thomas, Interim City Clerk