

**CITY COMMISSION WORKSHOP MEETING**  
**August 16, 2010**  
**4:30 PM**

Elected Officials Present:

Shirley Groover Bryant, Mayor  
Tamara Cornwell, Vice Mayor, Commissioner-at-Large 2  
Alan Zirkelbach, Commissioner-at-Large 1  
Mary Lancaster, Commissioner, Ward 1  
Tambra Varnadore, Commissioner, Ward 2  
Brian Williams, Commissioner, Ward 3

Staff Present:

Allen Tusing, Director of Public Works  
Rick Wells, Chief of Police  
Sharon Jones, Human Resources Director  
Karen Simpson, Deputy Clerk-Finance  
Diane Ponder, Deputy Clerk-Administration

Mayor Bryant called the meeting to order at 4:30 p.m.

1. PERSONNEL POLICY

Mrs. Jones stated that annual leave in the manual is considered vacation time.

Discussion ensued on a leave of absence, which requires approval of the Mayor, and is for something other than a "qualifying event". The City has the ability to deny a leave of absence extension. Family Medical Leave is a maximum of twelve weeks, and is not normally extended. Attorney Barnebey will look at adding language regarding any extension of a Family Medical Leave period.

It was suggested that standards for limited light duty should be established.

It was consensus to leave the possibility of sick-leave buy back in the manual, even though the buy back is not a budgeted item.

Comment was made on a discharged employee not being eligible for rehire for a minimum of ten years and the fact Commission has discussed the item. A process regarding resignation prior to termination has been put in place.

Questions and revisions will be addressed. A final revised policy back as soon as possible.

2. FY 2010-2011 BUDGET

Staff was asked to begin each meeting with the amount necessary to achieve a balanced budget. The \$267,000 from the last meeting will be reduced by the position Mr. Tusing eliminated in the Parks Department, bringing the amount to approximately \$210,000-215,000.

IT Department

Detailed discussion was deferred until Mr. Freeman's return.

Staff was asked to provide an Office Supplies amount for each department in City Hall.

City Attorney

No changes were made.

Finance Dept.

No changes were made. Staff is negotiating the cost of single audits that will be required because of stimulus grant receipts.

Human Resources

No changes were made. Staff was asked to provide an explanation for the increase in Operating Expenses and Publications at the next meeting.

Code Enforcement

Comment was made on the need to bring forward the ordinance on abandoned/foreclosed homes; Code Enforcement maintains a list of 100 homes falling into the two categories.

Staff was asked to bring back an explanation for the increase in Operating Expenses, which is thought to be the license fee for the new software and, if so, why the amount is not in the IT Department.

Staff was asked to bring back information as to why there is no line item for demolition expense.

Police Department

Office Supplies: Was reduced to \$8,500.

The next review begins with the Public Works Department.

Meeting adjourned at 6:00 p.m.

Minutes approved: September 13, 2010

*James R. Freeman*

James R. Freeman  
City Clerk