

**CITY OF PALMETTO
CITY COMMISSION WORKSHOP MEETING
December 16, 2013
4:30 PM**

Elected Officials Present:

Shirley Groover Bryant, Mayor
Tambra Varnadore, Vice Mayor, Commissioner, Ward 2
Tamara Cornwell, Commissioner-at-Large 2
Jonathan Davis, Commissioner-at-Large 1
Charles Smith, Commissioner, Ward 1
Brian Williams, Commissioner, Ward 3

Staff Present:

Mark Barnebey, City Attorney
Jeff Burton, CRA Director
Allen Tusing, Public Works Director
Lisa Byers, Human Resources Director
Amber Foley, Assistant City Clerk

Mayor Bryant called the meeting to order at 4:34 p.m.

1. 2030 COMP PLAN UPDATE

Mr. Burton informed Commission that they should have received a copy of a new set of codes that he has been working on. This document defines what a guideline is. He will be incorporating incentives and store front grant criteria into this code.

Mayor Bryant discussed the Transportation Task Force meeting she attended today. At the meeting, they discussed updating the benches throughout the County. There are two options for the benches, wood toned and blue. She opined that the blue color that is currently being used does not fit with the downtown area theme that the City wants to implement. She asked Mr. Burton to find out how many transit benches are in the Downtown Commercial Core District and ask that the wood tone style be used for those benches instead of the blue. Mr. Burton stated he could try to negotiate with the Transit Authority and match funds to have benches installed that matches the City's theme. Mayor Bryant would like to have further discussion on this at a workshop meeting.

Commissioner Williams asked Mr. Burton to forward documents to the Assistant City Clerk so she can add the documents on the iAnnotate account for the Commissioner's iPads.

2. PERSONNEL POLICY DISCUSSION

Attorney Barnebey informed Commission that he met with Commissioner Smith as well as Ms. Byers and Mr. Freeman to discuss Mr. Smith's concerns with the Personnel Policy. Mr. Barnebey stated that there are a few changes to be made to the Policy since that discussion.

Commissioner Cornwell asked that the grievance part of the Policy be updated to clarify that if the Department Head is the one that the employee has a grievance with then the procedure would be for the employee to discuss the issue with the Mayor. Attorney Barnebey stated that he will further clarify the proper procedure on a grievance issue when the Department Head is the one the employee has a grievance on.

Commissioner Smith questioned the authority of the Mayor as written in the Personnel Policy. He would like to see this clarified in the Policy, specifically related to the dismissal of a Department Head if they disobey a Mayor's direct order. Attorney Barnebey stated he could incorporate a caveat in the Policy for the Mayor to be able to terminate a Department Head when a direct order is not followed. Commissioner Varnadore does not agree and would like the policy to remain the way it is written. She opined that if altered, a Mayor could have the ability to abuse their power. Discussion ensued regarding disciplinary

actions for a Department Head who does not comply with an order from the Mayor. Attorney Barnebey said he will do more research regarding this issue and bring forward his findings at the next meeting.

In regard to Section 2.06, Probationary Period, Commissioner Cornwell requested that information be added stating that the employee's evaluation will be entered into their personnel record. She also asked that in the training section of the Policy that something is incorporated that indicates when an employee receives the training it will be documented in their file as well. Ms. Byers stated she would like to see something in the Personnel Policy clarifying what shall be included an employee's personnel record.

Commissioner Cornwell said on page 22, Section 5, it states that an employee shall notify the Human Resources Office within 24 hours of being arrested for a criminal drug and/or alcohol violation. She would like to see in the policy a section that states any arrest shall be reported to the Human Resources Office within 24 hours.

Commissioner Williams asked that on page 53, Death in Family and Friends, some language be written in that paragraph advising an employee that the definition for "immediate family" can be found on page 2, definitions.

In regard to the performance improvement plan mentioned in Section 2.09, Attorney Barnebey stated he will clarify the sentence "if one exists."

Commissioner Varnadore questioned what the consequences would be if an employee did not follow the Policy, specifically the reporting of dual-employment, change of address, etc. Attorney Barnebey said that if the Personnel Policy is violated, an employee shall be punished and that can mean termination. Commissioner Varnadore requested that a time-frame be added for an employee to report a change of address to the Human Resources Office.

Mayor Bryant would like this discussion brought forward to the next Workshop meeting and then on the January 13, 2014 Commission agenda for adoption. Attorney Barnebey will bring back input and research from tonight's discussion.

Mayor Bryant adjourned the meeting at 5:50 p.m.

Minutes approved: January 13, 2014

James R. Freeman

James R. Freeman
City Clerk