

**CITY OF PALMETTO
CITY COMMISSION WORKSHOP MEETING
January 13, 2014
4:30 PM**

Elected Officials Present:

Shirley Groover Bryant, Mayor
Tambra Varnadore, Vice Mayor, Commissioner, Ward 2
Tamara Cornwell, Commissioner-at-Large 2—(Entered the meeting at 4:33 p.m.)
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
Rick Wells, Chief of Police
Lisa Byers, Human Resources Coordinator
Amber Foley, Assistant City Clerk

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

1. CRA DOWNTOWN COMMERCIAL CODE

Mr. Burton passed out an updated copy of the CRA Downtown Commercial Code. He discussed page 53, Appendix C: Uses. He updated the Permitted Uses in the Appendix to line up with the various City Ordinances and the Comprehensive Plan. He wanted the documents to be consistent. A copy of the updated Downtown Commercial Code is attached to and made a part of these minutes.

2. PERSONNEL POLICY DISCUSSION

Commissioner Varnadore asked that on Page 41, number 8, that language be added to specify that an employee can go to the Mayor or the Human Resource Coordinator as mentioned in the previous 1 and 2 of the same section.

Mr. Freeman stated that Lisa Byers, Human Resources Coordinator, has reviewed the document and brought forward a few suggestive changes that she would like to see made to the Policy. Ms. Byers suggested that prior to page 1, an introductory statement should be included to inform the employee that this is their handbook that is meant to get them acquainted to the rules and procedures of the City. The second item that Ms. Byers suggested clarification on is in regards to page 56 that states "compensatory leave shall be utilized before use of any other leave". Mr. Freeman suggests adding language to the end of that sentence that states "with the exception of sick leave". Discussion ensued regarding employees receiving compensatory leave. Commissioner Varnadore requested information be provided to her that explains the differences between "flex time" and compensatory time. Commissioner Williams requested information be provided during budget time that indicates how much compensatory time has been accrued by each department in the City.

Ms. Byers would like to insert language regarding a separate policy regarding a Fitness/Wellness program into Section 9.01, Statement of Policy. This would be a separate policy developed by staff to reward time off for employees that complete a set fitness/wellness program. This should help lower insurance premiums and claims. Commissioner Smith requested information on how much it costs the City for insurance premiums on a smoker versus a non-smoker.

The final suggestive change to the Policy by Ms. Byers is to add an acknowledgment of receipt to the end of the Policy for employees to sign indicating that they have received and understand the Policy. This acknowledgement will be placed in their personnel file.

Mr. Freeman stated that once this Policy is adopted by Commission, a meeting will be scheduled for the employees to attend to be introduced to the new Personnel Policy.

This item is on the 7:00 p.m. agenda tonight for a first read of the Ordinance.

Mayor Bryant stated that County Commissioner Whitmore was in the attendance tonight. Ms. Whitmore said that she will try to be at the City's workshop meetings to be available to the City Commissioners for any concerns, questions, or comments for her to take back to the County.

Mayor Bryant informed Commission that the box office is currently being constructed at the ball fields at Black Stone.

Commissioner Varnadore asked Mr. Tusing if there were plans for sidewalks to be built along 23rd Street. Mr. Tusing stated that there are no plans for sidewalks there at this time. He explained that there are pathways through the park from 14th Avenue to the new ball fields, along with sidewalks in the parking lot to the ball fields. Commissioner Varnadore opined that sidewalks along 23rd Street would be very beneficial for the children and would like that to be taken into consideration.

Mayor Bryant adjourned the meeting at 5:30 p.m.

Minutes approved: February 3, 2014

James R. Freeman

James R. Freeman
City Clerk