

**Council Workshop
February 10, 2010**

I. Meeting Called to Order

Mayor Marse called to order the council workshop of February 10, 2010 at 7:00 p.m.

Members present: Mayor J. M. Marse, Council members Elizabeth Brannon, Ray Jackson, Earl King, Mark Martin and Charlie Simmons. Staff present: City Planner Latilda Henninger, Water Supervisor Larry Tuggle, Fire Chief Ben Greenslait and City Clerk Robin Haynes.

II. Invocation and Pledge of Allegiance

A. Florida Retirement System

Discussion regarding the Council joining the Florida Retirement System included the following items:

- Entire group must sign up, individuals cannot opt-out
- Value of purchasing prior years for each council member by year from 2001 – 2009 (total amount \$26,734.23)
- Amount to buy service years has not been budgeted in current year – though surplus funds have been received (Chelco lease and insurance return of premium from FLC)
- Clerk Haynes to proceed with paperwork required to enroll Council
- Council to discuss/budget for purchase of service years during budget workshops

B. Employee Holiday Pay

Employee holiday pay policy to be changed to reflect hourly (non-exempt) employees required to work on an official holiday be changed to reflect pay at time and half for the hours worked.

Council discussed reducing the number of paid holidays, but no change at this time.

C. City Vehicle Policy

Discussion on establishing a vehicle policy included the following items:

- Draft vehicle safety policy as recommended by FLC was presented to Council for review and discussion
- Easily implemented policies including driver license monitoring, background checks and maintenance logs
- Possibility of premium reduction if policies were implemented
- Preliminary checklist for employees to mark and sign before leaving shop with vehicles in morning
- Only city personnel in vehicles
- More closely monitoring where vehicles are being driven

- Vehicles taken home to be restricted to department supervisors and on-call personnel
- Log sheets for mileage
- Clerk Haynes to work with staff to develop simple, one-sheet policy for all employee drivers to sign

D. Utility Billing – Customer internet billing/credit card processing

Proposal for utility billing module that would allow customers internet access to their accounts was presented to Council for review.

Proposal for third party credit card billing was presented for review and discussion. Short discussion continued regarding passing along a convenience service charge to customer rather than City paying fee from local funds.

Clerk Haynes to research additional credit card processing options and bring to Council at later date.

E. Community Center rental fees

Discussion regarding establishing a resolution for the rental of City facilities, as well as the waiver of those fees, included:

- Establishing new rental fees
- Due to problems with two groups trying to use the community center at the same time, renting the entire community center as one facility for a larger fee, rather than the individual rooms within
- Implementing a comprehensive rental agreement
- Organizations eligible for waiver of fees to include City/County groups and non-profit organizations
- Establishing a cleaning fee for use of building that would not be eligible for waiver
- Clerk Haynes to determine expenses of building over the span of a year and bring back to Council at a later date

III. Adjournment

Councilman Martin motioned to adjourn at 8:45 p.m.

ATTEST:

APPROVED:

J.M. Marse, Mayor

Robin Haynes, City Clerk

Earl King, Council President