

**CITY COMMISSION WORKSHOP
TUESDAY, JUNE 27, 2017
6:00 P.M.
COMMISSION CHAMBERS, CITY HALL
8 W BROADWAY STREET
FORT MEADE, FLORIDA 33841**

A Workshop of the Fort Meade City Commission was held at 6:00 PM Tuesday, June 27, 2017 at the City Hall Commission Chambers, 8 West Broadway, Fort Meade, Florida.

1. CALL TO ORDER:

The Meeting was called to order at 6:13 PM by Mayor Manley.

2. ROLL CALL:

Mayor	Barbara Manley	Present
Vice Mayor	Richard Cochran	Present
Commissioner	Robert Elliott	Present
Commissioner	Maurice Nelson	Present
Commissioner	James Watts	Present*

*Arrived at 6:27 p.m.

Staff Present

City Manager	Fred Hilliard	Absent
City Attorney	Thomas Cloud	Present
Deputy City Clerk	Melissa Newman	Present
Public Works Director	Jackie Cannon	Present
Finance Director	Breanna Smith	Present

Also present was PCSO Deputy Donna Blackburn

3. FY 2017/2018 Budget Work Session:

Ms. Breanna Smith opened the discussion stating that this year's budget process will begin with employee benefits.

3.A. Organizational Chart

Ms. Smith presented an organizational chart of employees by department and city-wide.

3.B. Employee Benefits

Ms. Sheryl Williams presented the upcoming health insurance renewal at a 9% increase. Ms. Williams presented options for the cost of health insurance to the employee at 75%, 65% and 50% with the city contributing the remaining costs.

Ms. Williams stated that dental and vision plans have not changed this year. Currently this is an option for the employee at 100% cost to them. Ms. Williams gave options of the city contributing 100% or 50% of this low-cost benefit to the employee.

Ms. Williams stated that the current ancillary benefits offered are:

Long-term disability – 100% city paid

Lincoln term life AD&D – \$15,000 – 100% city paid

City pension – 100% city paid

Voluntary additional life AD&D – 100% employee paid

Colonial short-term disability – 100% employee paid

Deferred Compensation – 100% employee paid

Ms. Williams stated she will be updating employee files at open enrollment as well, including I-9's, emergency contacts and other important information to all files current.

Ms. Williams stated she will be utilizing the payroll software more to track CDL physicals, driving records, FMLA etc. the handbook is also being revised to bring new and/or updated policies.

Ms. Smith stated that the city pension plan is 100% funding by the city with the contributions being based on the employee's pensionable wages.

3.C. Employee Compensation

Ms. Smith presented a current pay scale as well as several proposals to increase the pay scale and the employee pay rate.

Ms. Smith stated that there is a higher turnover rate in some departments due to more competitive rates outside the city.

Ms. Williams explained the performance evaluation process that is currently being used. Ms. Williams and Mr. Hilliard have been working together to make the performance evaluation more consistent and timely striving to build morale. Evaluations are based on merit not longevity. A self-evaluation is presented to the supervisor who rates the employee and then is turned into HR and the City Manager.

Ms. Smith added that this process is designed to give top performers a larger raise and the less performing employees may not receive a raise

until their performance improves, giving them the opportunity to motivate their selves to do better.

Ms. Smith discussed the cost of living adjustment rate based on the consumer index data. This is a onetime cost of living increase based the employee's base wages. This should be considered as a bonus to help prevent an artificial pay scale.

A worksheet was handed out to outline the decisions that need to be made at the July 11, 2017 Regular Commission Meeting.

4. **COMMENTS**

Commissioner Cochran stated he would like to see a payrate with benefits versus just the payrate. The benefits that are paid by the city are a considerable value and everyone needs to be aware of this.

Commissioner Nelson asked when a whole budget would be presented and Ms. Smith stated they will have the expenditure side of the budget at the July 11, 2017 meeting.

City Attorney Cloud suggested scheduling the next budget meeting.

The consensus of the Commission for the next few budget meetings will be on July 6, 2017 at 6:00 p.m., July 11, 2017 at 5:30 p.m. for tentative millage rate and July 27, 2017 at 6:00 p.m. for final millage.

City Attorney Thomas Cloud stated that there are two new laws that were signed yesterday the medical marijuana issue and the telecommunication towers.

Mr. Cloud stated that authorities can choose to ban the dispensaries or regulate them as they would a pharmacy. Mr. Cloud asked the favor of the commission in the direction they would like to proceed.

Mr. Cloud stated that the new telecommunication laws are regarding small wireless facilities co-locating to power poles. As a utility owner, they cannot attach to the city power poles without a pole attachment agreement. Mr. Cloud has prepared an ordinance regarding telecommunication towers in the rights-of-way to be in effect on July 1, 2017. A notice needs to be sent to the Secretary of State 10 days before 1st reading and noticed as usual for 2nd reading.

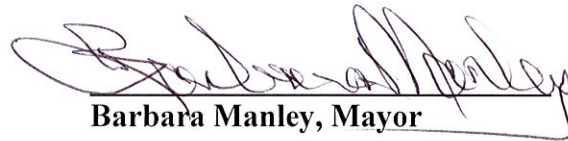
Commissioner Cochran requested a review of the current pole attachment agreement and Mr. Cloud stated he has been working on it.

Commissioner Cochran requested to see what the cost to the city of the health, dental and vision combined.


5. ADJOURNMENT

Motion Commissioner Nelson, second Commissioner Watts to adjourn the Workshop of the Fort Meade City Commission on Tuesday, June 27, 2017 at 7:41 P.M.

Motion carried with all yeas.


Barbara Manley, Mayor

ATTEST:


Melissa Newman, Deputy City Clerk