



CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

MINUTES • OCTOBER 30, 2018

Large Conference Room

Work Session

3:00 PM

**CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117**

City Clerk's office: (386) 248-9441 - Fax: (386) 248-9448

1. CALL TO ORDER

a. Roll Call

Commissioner Arthur Byrnes present for the meeting. Commissioner-Elect Roy Johnson was present for the meeting.

Attendee Name	Title	Status	Arrived
Chris Via	Mayor	Present	
John Penny	District 1 - Commissioner	Present	
Penny Currie	District 2 - Commissioner	Present	
John C. Danio	District 3 - Commissioner	Present	
Roy Johnson	District 4 - Commissioner	Present	

2. POLICIES AND PROCEDURES DISCUSSION

1.

Policies and Procedures Discussion

(Requested by Valerie Manning, City Clerk)

Mr. Forte stated the purpose of this workshop is to go over the Personnel Rules and Regulations that staff has been working on. He thought this might be a lot easier if they did a quick work session, answer any questions that the Commission might have, and hopefully the Commission has had a chance to review it. This is what they will call the "working draft" (showing them the Rules and Regulations on the overhead projector). The Commission will actually see items that were added and later deleted or items that were put in a spot and then they were relocated to another spot so it's a very rough, working draft of underlines and strike through's. If the Commission had a chance to review it, staff can just answer questions rather than go through and read every page because there are 154 pages. Many of the changes that are recommended in the draft are legally, so to speak, that they need to update as far as ADA compliance, the general statement, the dress code. Some things like that where staff is just trying to clean some things up so that the Personnel Rules and Regulations actually reflect what they're doing today. These haven't been updated, he thinks, since he was here the last time in 2007. That was the last time staff updated the Rules and Regulations. It's a good eleven years old. Staff will try to address the Commissioners questions. He thinks what's important is, when he sends this to the Commission, which will probably be, depending upon the

changes that the Commission make or ask for, will come before the Commission at the end of November or the first meeting in December. If the Commissioners have questions that's fine or as they go through the draft...like he said he doesn't want to read everything because some of these things...keep in mind, he will tell them this has been through all three (3) Unions with no objection and it's been through the Labor Attorney and the Labor Attorney did make modifications to the IT Policy so the Commission will see a very long IT Policy that's been struck through and then another one that's been added in. The following sections were briefly mentioned by consensus of the Mayor and City Commissioners: Section 3.5 - Annual Performance Evaluation; Section 4.3 - Medical Examination; and Section 10.9 - Smoke-Free, Tobacco-Free Workplace. Mr. Forte stated over the next week or two, if any of them have any questions, staff will try to fit them in and he will go through the changes with them as they do their one-on-ones. Smoking won't be in the policy, it will be in the wellness program that next year when they do their insurance renewals they will make it part of that. The city's HR department and insurance provider will address that. The city has put programs in place where they have tried to send people through smoking sensation programs, tried to get them to give it up. They were actually free programs that they could have gone through Florida Health Care. Anything the city can do to try and get people off smoking.

OTHER BUSINESS DISCUSSED:

Mr. Forte stated he knows they can't vote at a workshop but he wanted to remind them that the Cruisin' the Hill for School Supplies/Car Show is this Saturday, November 2, 2018. If they remember last year, it was kind of a last minute thing and the city pushed it through and this year it wasn't supposed to be a last minute thing but it kind of still is a last minute thing so unless there's objection, the city didn't go through the process of the full Special Event Review process and paying a permit, etc. So, at the end of this car show when they do their follow up meeting with Tony Cassata, he wants to be able to hand Mr. Cassata a Special Events Permit application for next year so that he goes through the full process because there is a cost to this event. There's a cost for staff, there's a cost for Law Enforcement, there's a cost for Public Works employees, and it's coming out of taxpayers' dollars. Now, it's a good event and he doesn't have a problem doing it, he just needs the Commission to direct him to do it. He just wants to make sure that everyone knows and is aware that there's no revenue coming to the city for this event. It's a good event but if the city is going to do it in the future then they need to consider...

Mayor Penny asked would it be appropriate to put it on the Special Event Calendar?

Mr. Forte stated no, because with the special event calendar, what that does, it opens the door up for businesses to put other things on it.

Mayor Penny stated, okay.

Commissioner Currie stated she doesn't know that she would like to see the city charge the permitting and all that's associated with it. It is a good event and she thinks it brings people to the city and it's going to help to continue to do that.

Mr. Forte stated and he's not putting it down for that. His concern is right now if someone gets hurt at the event and they have insurance but the city doesn't have anything that says it was City Commission approved. So, that has him a little bit concerned. He's concerned that "another" group comes to him and says, "Hey, I want to do this show on your front lawn", and he turns around and says, "No, I don't think so."

Commissioner Currie stated she thinks it's a good idea they hand Mr. Cassata the application and go through the process.

Mr. Forte stated the Commission can decide to waive the fees but "you", the Commission, should do that not him, the Administrator. If the Commission wants to say because it's in the CRA, the city is going to provide them with Law Enforcement and the Public Works staff to do it because they think it's a benefit, the Commission can do that, he shouldn't do that on his own and because then the Commission has the ability to turn someone down and say no. Mr. Forte stated he will also tell the Commission that the city has, through Pat Abernathy who works with Tony Cassata on this event is bringing forward someone who is going to put on an Arts and Crafts Show and the coordinators of this Arts and Crafts Show are well-known because they do the same show in Winter Park. Mayor Penny stated these are the people that do the same art show on Beach Street in Daytona.

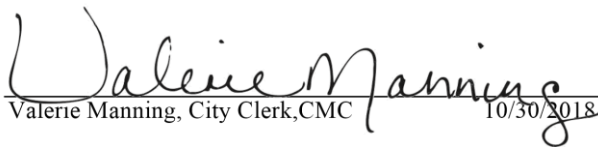
Mr. Forte stated so, it's going to put the city over the top. The city is starting to get a lot of good recognition.

Mayor Penny stated he thinks it's important that the city knows the cost of it though. The Commissioners agreed to that.



3. ADJOURNMENT

The workshop adjourned at approximately 4:20 PM.


Valerie Manning, City Clerk, CMC 10/30/2018


Chris Via, Mayor 10/30/2018