

**MINUTES OF THE AUGUST 15, 2017 SPECIAL SESSION  
GREEN COVE SPRINGS CITY COUNCIL**

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**Call to Order**

A duly called Special Session of the Green Cove Springs City Council was called to order Tuesday, August 15, 2017, at 9:00 a.m. in the City Council Chambers, 321 Walnut Street, Green Cove Springs, Florida.

**Invocation and Pledge of Allegiance to the Flag**

The invocation was given by Council Member Royal followed by the Pledge of Allegiance to the Flag of the United States of America.

**Roll Call**

**COUNCIL MEMBERS PRESENT:**

Steven R. Kelley  
Pamela J. Lewis  
B. Van Royal  
Constance W. Butler, Vice Mayor  
Roy M. Timberlake, Jr., Mayor

**STAFF MEMBERS PRESENT:**

L. J. Arnold, III, City Attorney  
Derek Asdot, Acting Chief of Police  
John Cioffi, Building Official  
Julia W. Clevinger, City Clerk  
Laurie Copeland, Financial Mgmt.  
Lauren Fitzgerald, Asst. Finance Director  
Janis Fleet, Development Services Director  
Glee Glisson, Pool Manager  
Marlena Guthrie, Finance Director  
Danielle J. Judd, City Manager  
Mary Jane Lundy, Personnel Director  
Mike Null, Asst. City Mgr. / Public Works Dir.  
Kimberly Thomas, Exec. Asst. to the City Mgr.  
Steve Thomas, Field Supervisor  
Mike Worley, Field Supervisor

**Mayor to call on members of the audience wishing to address  
the Council on matters not on the Agenda.**

There were none.

## COUNCIL BUSINESS

### 1. City Council review of the General Fund Operating Budget (Revenues and Expenditures) and CIP. *Marlena Guthrie, Danielle J. Judd*

#### A. General Fund Revenues

Ms. Judd reviewed a PowerPoint presentation on the General Fund Operating Budget and CIP and the budget line items as presented by Ms. Guthrie. There would be no contribution to Fund Balance this year.

#### B. General Fund Expenditures

a. **Parks and Recreation** – No changes were made.

A break was taken at 10:38 a.m. and reconvened at 10:50 p.m. with all Council Members and City Staff present.

Discussion continued with the City Council regarding the scheduling of a community meeting to obtain public input concerning the future use of Spring Park, i.e. canoe/kayak launches, restaurant(s), etc.

b. **Augusta Savage Arts & Community Center** – Mayor Timberlake believed that a stand-alone Parks & Recreation department was needed due to the increase in activities instead of spreading the multitude of tasks over multiple departments. No changes were made.

A lunch break was taken at 11:30 a.m. City Council was then taken on a walk-through of the new IT rooms and reconvened at 12:15 p.m. with all Council Members and City Staff present.

c. **City Council** – The City Council was to review the job description for the Communications Coordinator and submit their suggestions, if any, to the City Manager no later than August 29<sup>th</sup>. No changes were made.

d. **City Clerk** – No changes were made.

e. **City Manager** – No changes were made.

f. **City Attorney** – No changes were made.

g. **Human Resources** – No changes were made.

h. **Information Technology** – No changes were made.

i. **Finance** – No changes were made.

j. **General Services** – No changes were made.

k. **Police** – Officers Miller and Patrick demonstrated the benefits of the new uniforms. No changes were made.

Due to time constraints, Mayor Timberlake advised that Council Business Item No. 3 would be addressed next on the Agenda.

**3. City Council review of Wages and Benefits. *Mary Jane Lundy, Danielle J. Judd***

Ms. Judd reviewed a PowerPoint presentation on Wages & Benefits. Under lengthy discussion, the City Council was in favor of a 1% Cost of Living Adjustment (COLA) for all employees. However, Mayor Timberlake was also in favor of and wanted the City Council to review a “Pay for Performance” system with a limitation of 5% of the employee base for the “top tier” and a lower percentage for the next tier, or next 5% of the employee base. Council Member Lewis cautioned the City Council to not allow wages to fall behind as the Classification and Compensation Study was last completed in 2014.

Due to time constraints, the following items would be reviewed on August 29, 2017 at 9:00 a.m. (see comments under Council Business Item No. 5).

- l. Development Services**
- m. Code Enforcement**
- n. Public Works / Streets**
- o. Right-of-Way Maintenance**
- p. Equipment Maintenance**

**2. City Council review of the Electric, Stormwater, Solid Waste, Wastewater, Reclaimed Water, Water, Customer Service, Building, Law Enforcement Trust, and Debt Service Funds (Revenues and Expenditures) and CIP. *Marlena Guthrie, Danielle J. Judd***

Due to time constraints, this item would be reviewed on August 29, 2017 at 9:00 a.m. (see comments under Council Business Item No. 5).

**3. City Council review of Wages and Benefits. *Mary Jane Lundy, Danielle J. Judd***

See above.

**4. City Manager and City Attorney Reports and/or Correspondence.**

There were none.

**5. City Council Reports and/or Correspondence.**

Due to time constraints, an additional Budget Workshop was scheduled for Tuesday, August 29, 2017 at 9:00 a.m.

**Adjournment.**

There being no further business to come before the City Council, the meeting was adjourned at 3:23 p.m.

CITY OF GREEN COVE SPRINGS, FLORIDA

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Roy M. Timberlake, Jr., Mayor

Attest:

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Julia W. Clevinger, City Clerk