

**MINUTES OF THE AUGUST 1, 2017 SPECIAL SESSION
GREEN COVE SPRINGS CITY COUNCIL**

Call to Order

A duly called Special Session of the Green Cove Springs City Council was called to order Tuesday, August 1, 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
Julia W. Clevinger, City Clerk
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. Presentation by Outside Agency Funding Requests. *Danielle J. Judd*

a. Episcopal Children's Services – Teresa Matheny

Ms. Judd advised this funding request was factored into the current proposed budget. In addition, she reminded Ms. Matheny that recognition of the City was needed on any future literature. Teresa Matheny, Vice President of Family and Provider Services, Episcopal Children's Services (ECS), 8443 Baymeadows Road, Jacksonville, advised this had been fixed on their website. She reviewed the benefits of the funding request of \$1,000. She explained that the state matches these funds with \$16 for every \$1 the

City contributes; therefore, the City's \$1,000 grant would bring in a little over \$16,000 to be spent for childcare in the community. She thanked the City Council for their support.

A MOTION WAS MADE BY COUNCIL MEMBER LEWIS TO APPROVE THE \$1,000 CONTRIBUTION FOR THE EPISCOPAL CHILDREN'S SERVICES. THE MOTION WAS SECONDED BY COUNCIL MEMBER ROYAL. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS STEVEN R. KELLEY, PAMELA J. LEWIS, B. VAN ROYAL, CONSTANCE W. BUTLER, ROY M. TIMBERLAKE, JR., MAYOR. NAYS – NONE.

2. Presentation by the Bailey Group – Insurance Overview. *Phil Haught*

- a. Health Insurance**
- b. Wellness Program**
- c. Health Insurance Subsidy**
- d. New Employee Assistance Program (EAP)**
- e. Supplemental Plans (Dental, Vision, Disability)**

Mr. Haught reviewed a handout distributed to the City Council:

- The initial Florida Blue renewal increase was 17%.
- The Bailey Group negotiated the renewal increase down to 6.5% without contingencies.
- Management agreed with the Bailey Group's recommendation to accept the negotiated 6.5% renewal with Florida Blue in light of this favorable rate adjustment.
- Vision Coverage: The Bailey Group was able to negotiate premiums down to 2% (guaranteed for 2 years). The network of providers was expanded by 19% and increased the allowances for frames and lenses by 35%.
- Basic Life and AD&D Coverage: The Bailey Group was able to negotiate this down to 10% (guaranteed for 1 year).
- Serious Disability: There are no changes to the rates or plan benefits.
- Management recommends the City absorb the total premium increase; but only for Wellness Program participants (50 employees).
- Flexible Spending Account: There are no changes to the administrative cost of this plan.
- Health Insurance Subsidy:
 - The Health Insurance Subsidy (HIS) amount for employees hired before 09/30/16 is \$1,600. There are currently 12 employees receiving this HIS. The HIS for employees hired after 10/01/16 is \$800 and currently there are no employees receiving this amount. This is available to employees who elect not to participate in the City's group medical plan because they are covered by another group medical plan.

- Single Coverage Subsidy:
 - The current Single Coverage Subsidy amount is \$40. This subsidy is currently available to employees that enroll in the group medical plan and elect single coverage and can be used to offset a portion of the cost of their medical, dental, vision, or other voluntary coverages.
- Dental Coverage: There are no changes to the benefits. Monthly rates are guaranteed until 10/01/18.
- There was no change to the Flexible Spending Account program.
- Participation in the 2016 Biometric Screening under the Wellness Benefit Program will be required for an employee to earn a premium credit during the 2017 plan year. A monthly reimbursement to a fitness facility would also be available as an incentive to healthy behavior.

A MOTION WAS MADE BY COUNCIL MEMBER ROYAL THAT WE CHANGE THE POLICY TO ELIMINATE THE RETIREES BEING COVERED BY THE CITY UNDER POLICIES (MEDICAL AND LIFE) AFTER COBRA WITH THE EXCEPTION OF THOSE THAT ARE ON IT NOW. THE MOTION WAS SECONDED BY COUNCIL MEMBER KELLEY.

Under discussion of the motion, Mayor Timberlake clarified for the City Manager that the motion was to discontinue coverage instead of coming back with additional options. Mr. Haught also reminded the City Council that people still had the option to sign up under the AHCA.

THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS STEVEN R. KELLEY, PAMELA J. LEWIS, B. VAN ROYAL, CONSTANCE W. BUTLER, ROY M. TIMBERLAKE, JR., MAYOR. NAYS – NONE.

Mr. Haught continued the review:

- Employee Assistance Plan (EAP): This is a new plan that is being recommended for approval. The City's cost is approximately \$2,880 per year based on 75 employees (guaranteed for 3 years).

A MOTION WAS MADE BY COUNCIL MEMBER LEWIS TO ADD THE EMPLOYEE ASSISTANCE PROGRAM TO OUR BENEFIT PACKAGE. THE MOTION WAS SECONDED BY VICE MAYOR BUTLER. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS STEVEN R. KELLEY, PAMELA J. LEWIS, B. VAN ROYAL, CONSTANCE W. BUTLER, AND ROY M. TIMBERLAKE, JR., MAYOR. NAYS – NONE.

- Wellness Program: This is the 2nd year for the Wellness Program. Participation in biometric screenings and completion of a Health Risk Assessment were required for employees to earn a premium discount during the 2017 plan year. Participation rate was 50 out of 61 employees. The incentive for healthy behavior was an “employee only” monthly paid membership to a local fitness facility. Currently, 30 employees participated.
- Assuming the current employee plan/coverage enrollment allocations, the cost to the City would be \$634,486.08 for Employee/Dependent Insurance Programs, \$38,880 for Health Insurance & Single Coverage Subsidies, \$23,119.32 for Basic Life Coverage, and \$2,880 for Employee Assistance Plan for a total of \$699,365.40. If there were no change to employee payroll deductions, the change in cost would be \$53,434.80.
- Overall Increases: Medical – 6.5%; Dental – 0%; Vision – 4.6%; Basic & Supplemental Life – 10%; and Serious Disability – 0%.

Under further discussion, the City Council reviewed the various options of health care plans, premium increases, employee contributions, and subsidy amounts to employees. Ms. Judd noted that a 1% across the board COLA would cost \$85,000. Council Member Kelley felt the City needed a uniform policy regarding a total employee benefit package, Cost of Living Adjustments (COLA), and Wages for employees and believed it should be discussed at this time. Mayor Timberlake concurred stating the City has to address how the City provides benefit and compensation packages to the employees. However, he would like to schedule a workshop at a later date to review this for next year’s budget cycle. Mr. Haught advised the City Council that employee enrollment meetings were scheduled for the week of August 14th and the data would be needed to complete the enrollment process. Ms. Lundy noted that payroll deductions would need to be completed by the 1st of September.

The City Council agreed that it would be beneficial to continue this discussion on August 15th in conjunction with Wages and Benefits. Council Member Royal requested a bulleted list of employee payouts including pay for holidays, sick leave and vacation be included. Council Member Kelley requested that a form of a recommendation based on these discussions be provided by City Staff.

Mayor Timberlake requested a motion to approve the plans as presented.

A MOTION WAS SO MOVED BY VICE MAYOR BUTLER. THE MOTION WAS SECONDED BY COUNCIL MEMBER KELLEY. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS STEVEN R. KELLEY, PAMELA J. LEWIS, B. VAN ROYAL, CONSTANCE W. BUTLER, AND ROY M. TIMBERLAKE, JR., MAYOR. NAYS – NONE.

A break was taken from 10:44 a.m. and reconvened at 10:56 a.m. with all Council Members and City Staff present.

3. **City Council review of the Enterprise Funds Operating Budget and Capital Improvement Program (CIP).** *Marlena Guthrie, Danielle J. Judd*
 - a. **Electric – Hooper Corporation, CHW**
 - i. **GIS Mapping Demonstration**
 - ii. **Long Range Plan (Operating and Capital)**

Ms. Judd gave a brief overview and introduced Gerry Dedenbach and Ryan Thompson with Casseaux, Hewitt and Walpole (CHW). Mr. Dedenbach introduced Dick Miller, Gary Shortridge, Jacob Miller, and McClain Steffens with Hooper Corporation. Mr. Dedenbach reviewed a PowerPoint presentation which demonstrated the data collection progress for the electric system, the GIS applications available in the field and the office, staff training, and the next steps in the GIS Mapping project. Ms. Judd conveyed her appreciation to CHW and Hooper noting that as outgoing City Manager, this was an important step in the City's progress to an updated electrical system. Future steps would also include more personnel, purchase of equipment, and training of staff.

A break was taken from 11:34 a.m. and reconvened at 12:10 p.m. with all Council Members and City Staff present.

Discussion continued regarding the Long Range Plan (Operating and Capital) through Fiscal Year 2024 as presented by Ms. Judd and Hooper Corporation. A Handout and PowerPoint were distributed and documented the costs for Long Range Capital Expenditures which would be approximately \$22,615,177. The history of the past operations of the electric department and the possibility of the issuance of a multi-million revenue bond to fund system infrastructure improvements to accelerate the completion of the projects were reviewed as noted by the City Manager and Hooper Corporation. Ms. Judd advised that her presentation also took into account comments she had received about needs and concerns from the community.

Mayor Timberlake recognized Mike Kelter, 630 Myrtle Avenue, Green Cove Springs, who expressed his concerns regarding the age of the transformers at the Chapman Substation.

Discussion and review continued regarding the Five Year Capital Improvement Plan as presented by Ms. Judd and Hooper Corporation.

Upon further discussion, Mayor Timberlake summarized that the Council was in favor of some sort of loan/bonding to accelerate projects. But he also questioned if the City borrowed \$10 million over 10 years, what projects would the City prioritize at the front of the loan? Ms. Judd advised that City Staff would bring that list back for Council approval.

A MOTION WAS MADE BY COUNCIL MEMBER ROYAL TO TAKE THE BUDGET LIKE IT IS, INCORPORATE THE \$265,000, THEN SOMETIME IN THE NEXT TWO (2) TO THREE (3) MONTHS, STAFF COME BACK WITH A BOND.

Mayor Timberlake explained that the Council was looking for the Staff's best recommendations to harden the system so the number of outages would be reduced, increase the reliability, and build a foundation on which the City could move forward.

THE MOTION WAS SECONDED BY COUNCIL MEMBER LEWIS. THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS STEVEN R. KELLEY, PAMELA J. LEWIS, B. VAN ROYAL, CONSTANCE W. BUTLER, AND ROY M. TIMBERLAKE, JR., MAYOR. NAYS – NONE.

A break was taken from 2:00 p.m. and reconvened at 2:20 p.m. with all Council Members and City Staff present.

Ms. Judd continued review of the line items for the Electric Department Budget.

b. Stormwater

Ms. Judd, Mr. Null, and Mr. Thomas continued review of the PowerPoint for Stormwater. No changes were made.

c. Solid Waste

Ms. Judd, Mr. Null, and Mr. Worley continued review of the PowerPoint for Solid Waste. No changes were made.

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

There were none.

5. City Council Reports and/or Correspondence.

There were none.

Adjournment.

There being no further business to come before the City Council, the meeting was adjourned at 3:19 p.m.

CITY OF GREEN COVE SPRINGS, FLORIDA

Roy M. Timberlake, Jr., Mayor

Attest:

Julia W. Clevinger, City Clerk