SPECIAL CITY COMMISSION MEETING OF LAKE BUTLER, FLORIDA

July 8, 2024

 6:00PM

City Hall Lake Butler

200SW 1st Street

 Lake Butler, Florida 32054

AGENDA – REVIEW PERSONNEL POLICY

1. **Call to order – Roll Call, Opening Prayer, Pledge of Allegiance.**
2. Admin Content *If a person decides to appeal a decision made with respect to any matter at this neeting or hearing, he or she will need a record of the proceedings and may need to ensure that a verbatim record is made.*

Mayor Hendrix called the meeting to order at 6:01pm.

In Attendance:

City Commission –Commissioner Redman, Commissioner Stephenson, Vice Mayor Huggins, Mayor Hendrix,

Absent:

Commisioner Sirmones

City Staff –City Manager Hayes, Finance Director Mecusker, Administrative Assistant Evernden.

Absent: City Attorney Maines

Opening Prayer was led by Commissioner Redman.

Pledge of Allegiance was led by Mayor Hendrix.

1. **Board Review of Purposed Personnel Policy.**

Special City Commission Meeting. Review of purposed 2023 – 2024 Personnel Policy.

1. The Board, if in agreement can make a motion to approve the 2023 – 2024 Personnel Policy.

Mayor Hendrix started the meeting by stating that she had reviewed the purposed Personnel Policy, and she had a lot of questions and notes that would take a while to discuss, and she asked the Commissioners did they have notes and questions. Mayor Hendrix stated there is some sections that may be a legal issue so they may need to be removed. Mayor Hendrix suggested that Commissioners send their request and concerns via email to City Manager Hayes and Administrative Assistant Evernden and Mayor Hendrix will sit down with them to review each section and as changes are made it will be sent to the Commissioners to review. All changes will be presented at the August 20th Commissioner’s Meeting for approval.

Commissioner Redman stated why can’t we review each page together and Mayor Hendrix stated she has so many questions and concerns it would just take too long sitting through the meeting to make changes.

Commissioner Stephenson asked City Manager Hayes if delaying the approval of the Personnel Policy would hinder her ability to manage the City Employees. City Manager Hayes stated that this will not hinder her ability because she currently has the 2022-2023 approved Personnel Policy that she is utilizing.

Commissioner Redman stated she would like to discuss the overtime policy and flexing out hours. Mayor Hendrix stated that it will be addressed in the updated Personnel Policy. Vice-Mayor Huggins stated that on-call is usually compensated by time and a

half and are we saying to continue as straight time. Commissioner Redman asked are

we adjusting WWTP staff off early on Friday’s and having them come in and work 2 hours on Saturday or Sunday to keep from paying overtime. Mayor Hendrix stated that we just don’t have the budget right now to pay overtime which is why the adjustments for the WWTP are being made. City Manager Hayes stated that she has also told the WWTP staff they have the option of rotating or swapping days/weekends. City Manager Hayes stated that in the past overtime had been manipulated by staff and that one of the things discussed with her when she was hired was to make budget cuts to get the city back on track. City Manager Hayes stated overtime is being paid to staff on holidays when they work. City Manager Hayes stated that she has hired a new Operator for the WWTP. City Manager Hayes also stated that she is working on getting another staff member trained to be a WWTP operator.

City Manager Hayes requested that all the Commissioners send notes to her and Administrative Assistant Evernden via emails with all concerns/request for the Personnel Review.

Mayor Hendrix asked all the Commissioners had they completed the CyberSecurity training. This must be completed by January 1, 2025.

Personnel Policy Review will be added to the August 20, 2025, Commissioners Meeting for approval.

1. Meeting Adjournment

Motion to adjourn the meeting was made by Commissioner Redman. Motion seconded by Vice Mayor Huggins. Unanimous approval.