

**EDGEWOOD CITY COUNCIL  
JANUARY 25, 2011 CITY COUNCIL WORKSHOP**

On Tuesday, January 25, 2011, the Edgewood City Council held a workshop at Edgewood City Hall, 405 Larue Avenue, Edgewood, Florida. Council President Beardslee called the meeting to order at 3:00 p.m. The following attendance is noted:

**Attendees:**

Council President Beardslee  
Council Member Henley  
Council Member Powell  
Council Member Bozeman

**Absent**

Mayor Teague  
Council Member Willis

**Staff:**

Debbie Wallace, Acting City Clerk  
Pete Marcus, Police Chief  
Shannon Patterson, Police Clerk

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Council President Beardslee welcomed Police Clerk Shannon Patterson, incoming Mayor, Ray Bagshaw and incoming City Clerk, Bea Meeks. Council President Beardslee said the purpose of the meeting is to discuss and review personnel policies, as well as prior and current recommendations as provided by Council Member Henley, as it relates to internal operations of City Hall. All proposed changes have to be reviewed by the City Attorney, and also have to be changed through an Ordinance.

In response to incoming City Clerk Meeks, Council President Beardslee said she thought the personnel policy was adopted by Ordinance per the recommendation of former City Clerk Rounsavall. Council President Beardslee said she would like see if this can be changed.

Council President Beardslee said before Council reviews and discusses the personnel policy, she would like to make sure everyone is familiar with Council Member Henley's original review and recommendations. She referenced a memo Council members received in the November 16, 2010 meeting wherein, hours of operations, dress code, services, along with other recommendations.

Council President Beardslee began the discussion:

- Hours of Operations

Council President Beardslee said that the current hours of operations are 9 a.m. to 4 p.m., and that some Council members have indicated that they think the hours of operations should be 8 a.m. to 4 p.m. She said Council also needs to address lunch breaks for Staff.

Council Member Powell said that he would like to see City Hall opened 8 to 5, and lunches can be staggered. He said he thinks staff should have an hour for lunch. ***Council President Beardslee asked to have hours of operations added to the next agenda as "New Business"***. In response to Acting City Clerk Wallace, who asked if the Police Department's hours of operations would change too, Council President Beardslee said "When you think through the differences between you know PD is 24/7 as it relates to services, as it relates to people coming in that need something from a business perspective to City Hall". She then deferred to Chief Marcus. Chief Marcus noted that his doors open at 8 and close at 4 (administrative office). Acting City Clerk Wallace did not see the hours of 8 to 5 necessary. In response to unknown person from the audience, Council President said she is not aware of any complaints regarding the current hours of operations in City Hall. Council Member Powell said he thought giving the employees an hour for lunch would allow employees time to do "something that they want to". In response to Council Member Powell, incoming City Clerk Meeks said that she is concerned that some of the proposed changes is based on prior staff, and that she would like for Council to give the current staff a chance to show that they will stay within the current guidelines. ***It was agreed to have this on the February agenda:***

- Time Cards

Council President Beardslee asked if there was a possibility to defer time cards to the May meeting so that incoming City Clerk Meeks has time to monitor this situation. ***It was agreed to have this on the April agenda ("procedure for time keeping")***

- Dress Code/Working Conditions

Council President Beardslee said that City Hall now has hot water so there is no need to discuss. She noted that staff has uniform tops and dress pants. Council Member Powell noted that City Hall is a professional building and to forget Friday as a casual day. Incoming City Clerk Meeks asked about jeans. Council Member Powell said as long as there are fresh and clean, he does not have a problem with this. Incoming Mayor Bagshaw said he is "good" with this. Council Member Powell said he wants the "Friday anything goes" taken out of the personnel policy. He said this needs to be modified.

- Bids on Outsource Services

Council President Beardslee said that after new Council members are sworn in, all contracts are reviewed (aligns with the Charter). ***She requested that this be put on the March agenda.*** She noted all the contracts that she wanted placed on the agenda. Council Member Henley referenced former City Clerk Rounsavall's email regarding the W-2s, regarding the retirement box that was not marked appropriately. Council Member Henley says this problem needs to be

taken care of, and to make sure that the proper person is handling Quick Books. Referring to Council Member Henley's November memo, Council President Beardslee said that she would like to allow Incoming City Clerk Meeks to come and do an assessment of the needs and issues in City Hall and make a recommendation. She noted that currently the City pays \$12,000 annually for accounting services, plus an additional \$580.00 monthly because the City does not use the same software system. Council President Beardslee said that there is a need to have someone to do Accounts Payables and Receivables, Financial Statements and payroll, as well as make sure that all City finances are in line. Can the City contract a CPA firm to do all these things and save the City money? Council President Beardslee asked to consider contracting a CPA firm to come into City Hall three times weekly to perform this work. ***Council President Beardslee said that she would like to add to New Business reallocating money not used in budget and reallocate some of the money to have an Internal Review Audit.*** Council President Beardslee explained the process of a bond audit and the possibility of the City having one done. Incoming City Clerk Meeks ask to have a little time to settle before the City moved forward. She noted that there are no written procedures in City Hall. ***It was agreed to put an Internal Review Audit on the 2/15/2011 City Council meeting.*** City Council President asked Incoming City Clerk Meeks to find out if a Request For Proposal would have to be issued for the audit. Council President summarized what will be addressed: Contracts Benefits in the Policy, Work Schedule, who will do AP/AR.

Council Member Henley raised the question of staff contact with consultants and the fees associated with the communication. Council Member Henley said there should be some controls and process for this. Chief Marcus said that the department heads should have the authority to make the contact, and this will stop other staff from making the contact. Council President Beardslee said that the City Code allows the final interpretation to rest with the City Clerk. Acting City Clerk Wallace said some decisions in building have to go to the engineer because "we're not just City engineers here". She said she didn't have a problem with procedures and said she feels very experienced in the code but parts of it are very grey, and it is these time that they need a consultant's help. Council President Beardslee noted she said for "big spaces of time". It was agreed that incoming Mayor Bagshaw would spend time in City Hall to get a handle on procedures that need to be in place for City Hall staff. Council Member Powell said that with all the unused space in City Hall, the Mayor should have an office. Incoming Mayor Bagshaw was in agreement with this.

Council President Beardslee noted that Council Member Henley has "sticky" notes on his copy of the Personnel Policy. Council Member Powell said he has done the same. Council President Beardslee said that she has electronically marked her copy. She suggested that another workshop be scheduled to address the Personnel Policy. Council President Beardslee said she would like to do away with the current policy and adopt the new policy by Resolution. Council Member Powell noted that in 2007 when they revised the Personnel Policy, the "lady" assisting kept saying "this is the way other cities do it", and he didn't like the comment. He cited examples in the Policy that he questions. Council President Beardslee said that she does think that there needs to be a better checks and balance system. In response to Council President Beardslee, incoming Mayor Bagshaw said he doesn't have a problem communicating with Council and that the majority of the Council should make the decision. He said that there needs

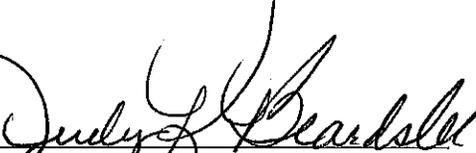
to be a way that reprimands are initiated. He said the Mayor should have so many days to respond to matters, and if there is no response, then Council needs to address. Council President Beardslee said "if the Mayor's position won't effectuate something that needs to take place to protect the "reputation risk" then Council should be able to do "it". She noted the glowing evaluations of a former Assistant City Clerk, and that she personally sent in emails citing her concerns and they were not addressed. Incoming City Clerk Meeks said she does not see in the Charter where it give the Mayor the ability to suspend or terminate an employee. City Council President Beardslee said that there are some contradictions between the Charter and the Personnel Policy that kept the Council from effectuating action.

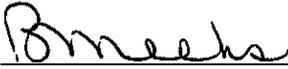
Incoming City Clerk Meeks ask Council members if she could review their notes and make sure there are no conflicts with the Charter. City Council President said she would like to be able to adopt the Personnel Policy by Resolution. In response to the Council President, incoming City Clerk Meeks explained the advertising requirements and confirmed there is a cost associated with the process.

It was the consensus of the Council to schedule another workshop on February 1, 2011 at 2:00 p.m. Council Members will provide their proposed changes and concerns regarding the Personnel Policy to incoming City Clerk Meeks who will compile the list and have ready for the workshop.

Council President Beardslee recapped those items for the February agenda, contracts and services will be on March agenda, and in the April meeting the incoming City Clerk and new Mayor will introduce procedures for time keeping and implement dress code. Also, incoming City Clerk Meeks will confirm if the bid procedures for an auditor, if required.

Meeting adjourned at 4:37 p.m.

  
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Judy Beardslee, Council President

  
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Bea L. Meeks, MMC, CPM  
City Clerk

**CITY COUNCIL APPROVED: February 21, 2012 (Regular Council Meeting)**

(Former Acting City Clerk Wallace was the presiding City Clerk and official recorder of this meeting. City Clerk Meeks prepared these minutes from listening to the recording of this meeting)