

City of Clermont
MINUTES
COUNCIL WORKSHOP
December 4, 2017

The Clermont City Council met at a workshop on Tuesday, December 4, 2017, in the Council Chambers at City Hall. Mayor Ash called the workshop to order at 6:00pm with the following Council Members present: Council Members Brishke, Goodgame, Travis and Bates. Other City officials present were: City Manager Gray and City Clerk Ackroyd Howe.

City Manager Gray noted these were the two items on the last agenda that were removed for further discussion at a workshop.

Employment Policies Manual

Human Resources Director Dauderis presented changes to the policy manual. The last policy was approved in 2013. The changes have been divided into three sections. This is a manual for employees to have a one-stop shop. She reviewed the primary changes to include:

Chapter 1 is the social media policy. This section was revamped to include policy guidelines and expectations of employees. A training session was recently conducted for supervisors, directors and managers.

Chapter 3 is an increase in the tuition assistance reimbursement program from \$750 to \$1,000.

Chapter 5 is the discontinuation of the payment of uncredited sick leave. There is a sick leave conversion program to convert up to 3 days of sick leave to personal days and would have to be used within the calendar year.

Chapter 6 is the replacement of the Travel and Subsistence Allowance policy to permit the City Manager to establish procedures. The process will be funneled through the Finance Department.

Also, includes the standardization process for calculating a demotion in pay.

Revised the scope for which the grievance process can be used; to be used specifically to address actions affecting a term or condition of employment/formal disciplinary action, not including reprimands.

There were verbiage changes that are required by law to be in compliance. City Attorney Mantzaris and the Directors have reviewed the manual. It will be wire bound and given to every employee.

City Manager Gray noted it would be on the December 12 consent agenda.

Comprehensive Fee Schedule

City Manager Gray noted the fee schedule was updated last year however there are a few tweaks that are being requested. Staff is looking at the building fees with plans to bring to a workshop in February and a March Council meeting for consideration. The proposed changes are to the City Clerk's office, Parks & Recreation, and Storm water.

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Finance Director Van Zile presented the resolution to amend Schedule A for all of the fees.

Parks and Recreation Director Davidoff reviewed fee changes for the Arts and Recreation Center.

City Clerk Ackroyd Howe presented changes to the cemetery fees.

Finance Director Van Zile reviewed Utility Billing changes to include an adjustment to storm water fees

Council Member Goodgame expressed opposition to it.

Finance Director Van Zile reviewed the miscellaneous fee changes to include an increase to the new account-processing fee, dishonored check fee, meter-tampering fee, disconnect/reconnect fee and late payment penalty fee.

Council Member Travis expressed opposition to the new account fee increase.

Mayor Ash requested staff review fees every five years.

Finance Director Van Zile reviewed the recommended annual index increases to be as follows:

Water and storm water rates to be adjusted every October 1 starting in 2018 by Florida Public Service Commission annual index percentage.

Sewer rates to be adjusted every October 1 from 2018 – October 1, 2021 by the greater of the Florida Public Service Commission Annual Index percentage of 2.12%.

Sanitation rate to be adjusted every October 1 from 2018 – October 1, 2021 by the greater of the Florida Public Service Commission Annual Index percentage of 2.50%.

The storm water comparison was included for Council to review.

The fee schedule will be on the December 12 meeting agenda.

With no further discussion, the workshop adjourned at 7:12pm.