
**COUNCIL ADMINISTRATIVE, PERSONNEL
& COMMUNITY RELATIONS COMMITTEE
MEETING MINUTES**

Tuesday, July 28, 2020 ♦ 4:00 p.m.

1. CALL TO ORDER/ROLL CALL

The Council Administrative, Personnel & Community Relations Committee met on Tuesday, July 28, 2020, at 4:00 p.m. in the Council Chamber at Rockledge City Hall, 1600 Huntington Lane, Rockledge, Florida.

MEMBERS PRESENT: Deputy Mayor Frank Forester, Committee Chairman
Councilman Shaun Ferguson, Committee Member
Mayor Tom Price, Committee Member

STAFF PRESENT: Dr. Brenda Fettrow, City Manager
Matthew Trine, Assistant City Manager & Finance
Director
Jennifer M. LeVasseur, City Clerk & Public Relations
Officer
Joseph E. Miniclier, City Attorney
Corey Harris, Human Resource Coordinator

With a quorum present, the meeting was called to order by Chairman Forester.

2. UNFINISHED BUSINESS

- None

3. NEW BUSINESS

A. Personnel Policies and Procedure Manual

Chairman Forester explained that, aside from a few typos and minor clerical errors, there were no substantive changes that were noted. City Manager Fettrow explained that this document has undergone a thorough revision process by a Staff committee throughout the last several months. A labor attorney has also reviewed the document and provided feedback. City Manager Fettrow highlighted various changes to the manual.

Mayor Price moved to recommend adoption of the amendments to the Personnel Policies and Procedure manual and to forward the recommendation to City Council; seconded by Councilman Ferguson. The motion passed without objection (3).

B. Social Media and Website Policy

City Manager Fettrow explained that, due to advancements in technology and broad usage of social media channels by both the City and employees, the Social Media and Website Policy was in need of amendment. Revisions from Staff, along with the labor attorney, were included for review by the Committee. City Manager Fettrow reviewed the significant changes to the policy.

Councilman Ferguson moved to recommend adoption of the amendments to the Social Media and Website Policy as presented and to forward the recommendation to City Council; seconded by Mayor Price. The motion passed without objection (3).

C. Draft Ordinance: Chapter 18 – Streets, Sidewalks, Rights-of-Way and Other Public Places

City Manager Fettrow and Committee members discussed several suggestions for modification of the draft Ordinance for the City Attorney to address.

Mayor Price moved to approve the draft Ordinance as presented and to forward the recommendation to City Council; seconded by Councilman Ferguson. The motion passed unanimously (3).

After the motion passed, City Manager Fettrow noted that the original motion would need to be amended to recommend the draft Ordinance with proposed changes, as the Committee recommended several modifications.

Mayor Price subsequently withdrew his motion.

Mayor Price moved to approve the draft Ordinance as amended and to forward the recommendation to City Council; seconded by Councilman Ferguson. The motion passed without objection (3).

D. Draft Ordinance: Establishing Ex-Officio Members for Boards

City Manager Fettrow explained that the draft Ordinance presented was originally directed by City Council in regards to Councilmembers serving as ex-officio members on City boards. Chairman Forester expressed his concern regarding this Ordinance and the need to act judiciously when exercising ex-officio authority. Further, Chairman Forester explained that he believes that appearing before the subject board (for example, a City Retirement Board) as a representative of City Council rather than formally serving as an ex-officio member may be more effective. Committee members discussed the benefits and drawbacks of this position. Mayor Price explained that it is important for Councilmembers to have the power and ability to serve as ex-officio members, if deemed necessary by City Council. City Attorney Miniplier explained the various powers that City Council holds as it pertains to appointment and removal of board members.

Councilman Ferguson moved to approve the draft Ordinance as presented and to forward the recommendation to City Council; seconded by Mayor Price. The motion passed unanimously (3).

4. ADJOURN

There being no further business to come before the Committee, Chairman Forester adjourned the meeting at 5:05 p.m.

Submitted by:

Jennifer M. LeVasseur
City Clerk & Public Relations Officer



ANY PERSON WHO DESIRES TO APPEAL ANY DECISION MADE BY THE ROCKLEDGE CITY COUNCIL WILL NEED A RECORD OF THE PROCEEDINGS AND MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORDS INCLUDES TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.