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

**Monday, January 23, 2012 - 5:30 p.m.**

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1. CALL TO ORDER

The Council Administrative, Personnel & Community Relations Committee met on Monday, January 23, 2012, at 5:40 p.m. in the Council Chamber at Rockledge City Hall, 1600 Huntington Lane, Rockledge, Florida.

MEMBERS PRESENT: Councilwoman Kimberly Prosser, Chair  
Mayor Thomas J. Price  
Councilman Richard K. Blake  
Councilman T. Patrick O'Neill

MEMBERS ABSENT: None

STAFF PRESENT: City Manager James P. McKnight  
City Clerk Betsi Beatty Moist  
Chief of Police Ronald D. Krueger

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

2. UNFINISHED BUSINESS – None

3. NEW BUSINESS

A. Creation of Position, Deputy City Clerk

City Manager McKnight explained that there are staff members who will be retiring in close proximity to one another, one of which is the City Clerk, a position required by the City's Charter. He agrees with City Clerk Moist that someone with in-house experience would provide an easier transition during the acquisition of new executive personnel. In that regard, he extends the Clerk's recommendation that Sherry Cazessus be given the title of Deputy City Clerk in anticipation of being City Clerk Moist's successor, along with a \$2,000 annual stipend.

***Councilman Blake moved to recommend City Council approval to designate Sherry Cazessus as the Deputy City Clerk with a \$2,000 annual stipend. The motion was seconded by Mayor Price.***

There was discussion relating to the Education and Experience requirements indicated in the job description for Deputy City Clerk. At the end of the discussion, Councilman Blake offered this amendment to the motion, agreed with by Mayor Price:

***That the Education and Experience requirements in the job description for Deputy City Clerk include two years of college level course work or equivalent or five years work experience, or designation as a Certified Municipal Clerk.***

***The motion and amendment passed without objection (4).***

B. Annual Motorcycle Run

Chief of Police Krueger spoke to the Annual Motorcycle Toy Run coordinated by ABATE of Florida, conducted the first Sunday of December each year. He personally experienced serious issues in not permitting traffic to cross U.S. 1 during the run, the most important being the fact that Wuesthoff Hospital is situated on the east side of U.S. 1, and any emergency vehicles trying to cross U.S. 1 from the west wide are either delayed or stopped altogether. He feels that attempts should be made to find an alternate route for this important community event that provides toys for needy children for Christmas.

There was input from each of the Committee members, who agreed with Councilman Blake's statement that the problem should be fixed while maintaining good public relations.

Chief Krueger committed to schedule a meeting with Mike Pope of ABATE, representatives of the Brevard County Sherriff's Office and the Cocoa Police Department, and any other parties of interest. He will report the results of the meeting to the Committee.

C. Authorization for Staff Level Review of Personnel Policies and Procedures

City Manager McKnight announced that one of the key personnel planning to retire is HR Specialist Connie Davis in 2013. The existing Personnel Policies and Procedures have been in effect since 2004 and are due for review. He requested that Staff be authorized to begin its review as soon as possible, allowing participation by HR Specialist Davis.

***Councilman Blake moved to authorize staff level review of the Personnel Policies and Procedures, with return to the Committee of a recommended product; seconded by Mayor Price. The motion passed unanimously (4).***

4. ADJOURN

There being no further business to come before the Committee, Chairman Prosser declared adjournment at 6:05 p.m

Submitted by:

Betsi Beatty Moist  
City Clerk