

**AGENDA MINUTES
CITY COUNCIL WORKSHOP
CITY OF ARCADIA
TUESDAY, FEBRUARY 6, 2014
4:00 P.M.**

CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE & ROLL CALL

The Mayor called the meeting to order at approximately 4:00 p.m. with the following members and staff present:

Arcadia City Council

Mayor Alice Frierson
Councilmember Robert R. Allen
Councilmember Robert W. Heine

Deputy Mayor Joseph E. Fink
Councilmember Keith Keene

Arcadia City Staff

Interim City Administrator Tom Slaughter
City Clerk Penny Delaney
Administrative Assistant Carol Jones
Finance Director Beth Carsten
Deputy Finance Director Ashley Killmon
City Marshall Matt A. Anderson
Code Enforcement Officer Carl McQuay
Interim Public Works Director Steve Underwood

Shop Supervisor Bobby Skinner
Maintenance Supervisor Jeff Collins
Parks Supervisor Carrie Taylor
Police Lieutenant Kevin Joens
Utilities Director A.J. Berndt
Systems Director Fred Lewis
Golf Course Director Michael Kotzker

Roll call was taken.

Overview of Personnel Policy Manual

The Interim City Administrator addressed the personnel policy manual and asked how the Council would like to amend the document in the future. He advised when it was amended twice in 2013, there were surprises that came out of that process possibly due to there not being a full understanding as to what was being done. He stated the process could be a public meeting, have it placed on an agenda and have the administrator speak on it. Ms. Slaughter suggested a second alternative would be to have it done as part of an open public meeting; however, the city would provide advance public and staff notice because a lot of these issues affected staff. He stated it could also be adopted as part of a resolution to give it a higher standing. As a third alternative, he stated it could be put through as a public hearing and adopted it as part of an ordinance. Mr. Slaughter suggested going with the first option. He stated that if there was an agreement to such, he would come back to Council with an amended document but in a strike through, underline format and advertise it as a resolution. There was a common consensus of approval to proceed accordingly.

Mr. Slaughter then stated that according to the Code of Ordinances, the City Council selected the City Administrator and the City Clerk. After much discussion regarding the hiring, firing, transfers, demotions, etc., Mr. Slaughter proposed that Council direct staff within the personnel policy that the review of management level positions, in addition to the two that are already in the code under the charter, to also include the Finance Director, the Deputy Finance Director, the Planner, the Public Works, Director, the Utility Director and the Court Course Director. He advised that each position has a job description and the City Administrator will be required to inform them as to how an applicant would meet the certification or licenses. Councilmember Keene advised that he liked the ideal and stated that he felt Council should be involved in hires and decision making, but not necessarily in the smaller matters, but he felt it was important to know the credentials of possible hires. Deputy Mayor Fink stated that he felt the Administrator should take care of the day to day hires, including the hiring and firing. The Interim City Administrator stated that when Council is presented with a draft for final consideration, all opinions will be presented. Deputy Mayor Fink stated that he would ask for a resolution to adopt the policy and then have other votes throughout when they get to the official vote for it. Mr. Slaughter suggested they go through a resolution to approve the document and then have the individual changes be individual votes. Deputy Mayor Fink agreed. Councilmember Keene stated that you will not always get everything you want and majority rules here. Everyone agreed to vote their conscience.

Other issues were addressed within the policy manual to include the following: advertisement of vacancies to be listed on websites, minimums and maximums of salaries and qualifications, volunteers being directly appointed and serving at the direction of a department head, the definition of interim positions in any department and their authority as such, payment of unused sick leave, retirement eligibility and layoffs. The issue of the safety coordinator and a safety committee was also discussed.

Deputy Mayor Fink stated that he would like to see a personal services log which is a log of all the City employees telling what qualifications they have. He stated that if they were going to take control of the system, he felt they needed to have all information of this system.

The Interim City Administrator then addressed training and having department heads pass training to their staff. He stated that he wanted to identify by position, from the managers and directors, those identifiers to what makes a good manager. He further stated that he wanted to continue with education credits.

PUBLIC

None

ADJOURN

Having no further business at this time, the meeting was adjourned at 5:37 P.M.

ADOPTED THIS 7th DAY OF July, 2015

By: Judy Wertz Strickland
~~Alice Pierson, Mayor~~
Judy Wertz Strickland



Penny Delaney
Penny Delaney, City Clerk