

MINUTES
CITY COUNCIL WORKSHOP
CITY OF ARCADIA
TUESDAY, MARCH 15, 2011
5:00 PM

CALL TO ORDER

The workshop session was called to order at approximately 5:00 PM with the following members and staff present:

Arcadia City Council

Mayor Robert Heine

Councilmember Sharon Goodman (entered late)

Deputy Mayor Keith Keene

Councilmember Martha Craven

Arcadia City Staff

City Administrator Lawrence Miller

City Attorney William Galvano

City Recorder Dana Williams

1. WORKSHOP ON PROPOSED CHANGES TO THE PERSONNEL MANUAL

The City Administrator stated that the City Recorder had been working on changes to the Personnel Manual which would allow running the operations of the City in a more succinct manner. He added he hoped the Council had taken the opportunity to review the proposed changes and that this workshop would provide an opportunity to receive their feedback so that the document could be finalized.

The Deputy Mayor thanked the Administrator and Recorder for their efforts and suggested that Council begin page by page with any comments or recommendations for the questions posed or clarification requested at each of the "pondering" icons.

The City Recorder clarified that edits made prior to or between those items to be discussed were acceptable to the Council. It was the consensus of the Council that was the case.

Following is a summary of the changes discussed and decided on for implementation:

- Page 8 Section 4.30 - Benefits should begin when an employee becomes full time (budgeted) and not to be retroactive back to the actual begin date.
- Page 10 Section 5.11 - It is acceptable to remove the need for Council approval of departmental rules and regulations.
- Page 12 Section 5.40 - should be worded as "and reimbursable at the prevailing CONUS rate as amended."
- Page 12 Section 5.70 - Leave request forms, properly executed for paid and unpaid leave time, must be "submitted a minimum of five working days in advance of the leave date or as otherwise approved by the department head."

- Page 15 Section 6.41 The second sentence "Personal use of telephones for non-emergency calls is prohibited" is to be deleted.
- Page 25 Section 8.10 The Council directed the paragraph to remain consistent but to amend it as proposed.
- Page 34 Section 13.40 will include a clause that states it is at the decision/discretion of the department head.
- Page 39 Sections 16.20 will be amended to read: "full-time, budgeted employees are eligible to enroll in the City's group program which is through a third party. Employees must be employed for a period of one year with continuous service. In addition, employees must be 19 but not yet 65 years old on the first day of January of the year following enrollment eligibility."
- Page 39 Section 16.60 will be researched further with the pension carrier prior to any changes.
- Page 40 Section 16.70 The retirement plan is to be further researched to determine whether the employee's contribution is the only reimbursement to which an employee is entitled.
- Page 40 - The vesting schedule was agreed to be reduced to a maximum of six years with a pro-rated schedule for years two through five.
- Page 42 Section 17.93 The exclusion for outside employment should remain as is with no changes in the policy at this time.
- Page 43 Section 17.94 It was the decision of the council that sick leave is not owned by the employee and that the policy should remain as written.

Being time for the next scheduled meeting, the workshop was adjourned at 6:00 PM and will be continued at another date/time to be determined.

APPROVED THIS 5th DAY OF APRIL 2011.

By:



Robert W. Heine, Mayor

ATTEST:



Dana L.S. Williams, CMC, City Recorder