

City of Lake City
Personnel Committee
September 25, 2012
Planning Conference Room
4:30 p.m.

Call to Order

Joel Beckman _____ Matt Powers _____ Mary Lou Waltman (alt) _____

1. Adopt/amend agenda

Motion _____ seconded _____ to approve/amend the agenda.

2. Approve minutes of the August 29, 2012 meeting

Motion _____ seconded _____ to approve/amend the minutes.

3. Approve the Administrative Clerk candidate and forward to council for recommended hire.

4. Miscellaneous discussion

Next meeting date: October _____, 2012

Adjourn

Motion _____ seconded _____ to adjourn at _____ p.m.

**City of Lake City
Personnel Committee
August 29, 2012
2nd Floor Conference Room
6:15 p.m.**

The meeting was called to order by Chairperson Beckman at 6:15 p.m. with members Matt Powers and Mark Spence present.

Others present: City Administrator Ron Johnson, City Clerk Kari Schreck, Farrel Rich, Scott Jensen, Patti Bross, Dave Prigge

Review and adopt/ amend agenda.

Motion Spence, seconded Powers to adopt the agenda. All ayes 3-0-0.

Minutes of July 19, 2012

Motion Powers, seconded Spence to approve the July 19, 2012 minutes as presented. All ayes 3-0-0.

Recommend to council to change current and future library aide's employment status from temporary substitute to part-time effective January 1, 2013

Three of the five library aides were hired as temporary substitutes. All five of the library aides are scheduled on a weekly basis and have the same responsibilities; therefore it is the recommendation of the Library Board that current and future library aides have the same status and pay rate. The Library Board voted in July 2012 to change the status and pay rate effective January 1, 2013. Currently, temporary substitute library aides are at \$11.18/per hour and part-time library aides are at \$12.08/per hour. PTO for the 5 employees has been budgeted for in the 2013 budget, however, the implementation of the PTO (due to the classification change), if applicable, has yet to be determined. The cost of \$6,349.36 is already included in the proposed 2013 library budget.

Motion Spence, second Powers to recommend to Council to change current and future library aides' employment status from temporary substitute to part-time effective January 1, 2013. All ayes 3-0-0.

Officer Prigge request for consideration regarding lump sum payment

Officer Prigge submitted a letter to the committee for consideration regarding lump sum payment of \$550.00 that was awarded to all full time employees as of May 31, 2012 per council action taken in July 2011 regarding the 2012 budget. Officer Prigge is not a full time employee. He is a three quarter time employee and was not eligible for the benefit. The position description he falls under states that it is a full time position, but due to budget cuts, it was reduced to three quarter time. After committee discussion, it was agreed that a recommendation of the \$550.00 benefit be pro-rated for the employee and any others that meet said criteria.

Motion Spence, seconded Powers to recommend to the City Council the approval of a pro-rated benefit to be issued to those employees who are three quarter time year round. All ayes 3-0-0.

Recommend approval of the Library Administrator position description

At the August 13, 2012 City Council meeting, council directed the Personnel Committee to update the position description and forward a recommendation to Council at the September 10, 2012. The Library Board did so at their July 16, 2012 meeting.

Motion Beckman, seconded Spence to recommend Council approval for the updated Library Administrator position description. All ayes 3-0-0.

Direct staff to prepare a seasonal employee replacement policy for Council review and approval

Timely replacement of seasonal employees is critical to operations in the city that rely on this type of work force, such as Parks, Hok-Si-La Park and Marina. These positions are often vacated or available hours are reduced (by the employee) with little or no advance notice. Based on the timing of such, a department may go 2 to 3 weeks short staffed. This puts a much greater burden on remaining staff, especially on weekends and holidays.

Staff is recommending the creation of a policy that allows immediate replacement of these positions on an interim basis until formal Council approval. Existing payroll budgets would be expected to be adhered to, unless otherwise approved by Council.

Motion Powers, seconded Spence, to direct staff to prepare a seasonal employee replacement policy for Council review and approval. All ayes 3-0-0.

Administrative Clerk vacancy status update

City Clerk Schreck reported that 52 applications were received. Finalist interviews are set for September 11, 2012.

Update employee handbook

The handbook was sent electronically to members in draft form. Committee members will communicate with staff on comments, questions, and concerns regarding the document. Staff will present those at the September meeting. Powers stated that he would like to see the out of grade working policy inserted in the handbook. Staff agreed and will add to the employee handbook.

Miscellaneous discussion:

None

Next meeting date and time

Meeting set for September 25, 2012 at 4:30 p.m.

Motion Powers, seconded Spence to adjourn at 7:05 p.m. All ayes 3-0-0.

Chairperson Joel Beckman

Respectfully submitted by K Schreck, City Clerk

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| <p style="text-align: center;">CITY OF LAKE CITY REQUEST FOR PERSONNEL COMMITTEE ACTION</p> <p>MEETING DATE: 9-25-12</p> | <p>Agenda Item Description: Recommend hiring of Wade Carlson as Administrative Clerk</p> <p>Attachments: Yes No <input checked="" type="checkbox"/> xx If yes, list:</p> <p>Consent Agenda?: No</p> | <p style="text-align: center;">Personnel Committee</p> <p>Date: <u>Sept 25, 2012</u></p> <p> <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Tabled <input type="checkbox"/> Other </p> <hr/> <hr/> |
| <p>Originating Department: Administration; Clerk/Finance</p> | | <p>Board/Commission/Committee Action:</p> |
| <p>Action Requested: Motion _____, second _____ to recommend the hiring of Wade Carlson as Administrative Clerk at Grade 8, Step A (\$17.96) of the 2012 pay scale pending successful testing, reference and background check.</p> | | |
| <p>Introduction: Staff received approval from the Personnel Committee for advertising and interviewing a replacement employee at their July 19, 2012 meeting.</p> | | |
| <p>Background/Justification/Key/Legal Issues: Finance Director Barb Pratt, City Clerk Kari Schreck and City Administrator Ron Johnson reviewed the 52 applications utilizing a 100 point training and experience rating. Four finalists were selected for interviews based on this rating. The four candidates were interviewed on September 11, 2012.</p> | | |
| <p>Budgetary/Fiscal Impact: The 2012-2013 budgets allows for the hiring of this position.</p> | | |
| <p>Alternatives:</p> <ol style="list-style-type: none"> 1. Table action pending further information from staff. 2. Do not approve candidate | | |
| <p>Reviewed By: Administration; Clerk/Finance</p> | | |
| <p>Preparer: Ron Johnson, City Administrator</p> | | |