

Council Workshop November 1, 2012

I. Meeting Called to Order

Mayor Marse called to order the council workshop of November 1, 2012 at 6:00 p.m.

Members present: Mayor J.M. Marse, Council members Elizabeth Brannon, Ray Jackson, Earl King and Harold Taunton. Staff present: Fire Chief Al Ford, Fire Chief Russell Beaty, Thomas Palmer, Water Operator Ben Lewis, and City Clerk Robin Haynes. Ben Grafton came in after the workshop started.

II. Invocation and Pledge of Allegiance

III. Council Workshop - Personnel

A. Position descriptions

Clerk Haynes presented copies of current position descriptions as well as proposed draft descriptions. She also presented a proposed organizational flow chart for the proposed position descriptions. Discussion and comments included the following:

- Planning department usually considered a separate department – council directed to place under the direction of the Clerk
- All department supervisors report directly to Mayor and Council – Councilman Taunton stated he would like to see individual council members listed in charge of the department.
- Discussion regarding the name changes of the positions and which positions report to which lead. Call in/Call out procedures and phone numbers discussed.
- Each position to include “other duties as necessary and/or assigned”.
- Each position above another would be responsible for evaluations of those personnel.

B. Evaluation forms

Clerk Haynes presented a draft evaluation form and recommended changing the personnel manual to reflect at least two evaluations per year – December and July. Discussion and comments included the following:

- Consistent evaluations would assist in decisions regarding merit raises.
- New employees would be subject to 30, 60, 90 day evaluations – make better decisions regarding fit before making permanent employee.
- The evaluation form met with general approval as presented.

C. Employee performance raises and/or cost of living adjustments

Clerk Haynes indicated that the budget was produced adjusting payroll wages by approximately 4% to cover cost of living adjustments as discussed in budget workshops. However, money was not included to specifically address individual merit raises. Discussion and comments included the following:

- General understanding that cost of living raises would need to be applied to everyone or no one. The council could probably remove themselves as a group, if desired at the council meeting.
- Merit raises were difficult to judge without consistent evaluations, measurements of job performance of an employee.
- Considering certain employees as “tapped or maxed out” for the job position they held. With no pay scale in place – difficulty with implementing a procedure.
- Difficulties/considerations regarding wage surveys of local and/or area positions – job titles/positions may not have same responsibilities, varying wages based on locations, difference of job titles.
- Councilman Jackson stated he would like to see a pay scale researched, implemented and adopted prior to budget workshops for the next year.

D. Water department staffing needs

Clerk Haynes presented Council with a request for two new water department employees. Discussions and comments included the following:

- Reasoning for two – one not replaced upon vacancy last year, health issues/extended time out by another
- Hiring temporary or part-time vs full-time – work load is available to keep personnel busy
- Clerk Haynes had not at the time of the workshop looked at budget to determine where to fund positions – directed to do so as soon as possible.

E. Fire department staffing needs (firefighter shift coverage)

Russell Beaty made a short presentation to the Mayor and Council. Discussion and comments included the following:

- Fire department budgeted to include a new firefighter.
- Russell Beaty presented a proposed organizational chart specific to the fire department – establishing positions of a Fire Captain and three Fire Lieutenants (shift supervisors).
- Merit or step raises of percent of salaries for proposed positions (proposed 10%, concerns w/3% merit, increases position to 13%, general consensus of possibly and additional 3% or 5%).

Clerk Haynes was directed to make the following recommendations/agenda items for the next regularly scheduled council meeting:

- Approve revised evaluation form
- Approve revised position descriptions and organizational chart
- Recommend employee cost of living adjustment of 3%
- Advertise and accept applications for two water employees
- Advertise and accept applications for one full time firefighter
- Develop staffing structure plan for fire department.

IV. Adjournment

The workshop was adjourned at 8:30 pm.

ATTEST:

APPROVED:

J.M. Marse, Mayor

Robin Haynes, City Clerk

Earl King, Council President

APPROVED