

MINUTES BUDGET/PERSONNEL COMMITTEE

Friday, January 20, 2017
1:00 P.M.
Sand City Council Chambers

AGENDA ITEM 1, CALL TO ORDER

The meeting was called to order at 1:07 p.m. by Chair Blackwelder.

AGENDA ITEM 2, ROLL CALL

Members Present: Chair Blackwelder
City Administrator Todd Bodem
Chief of Police Brian Ferrante
Director Administrative Services Linda Scholink
Committee Member Mary Ann Carbone

Special Guest: Greg Larson, Management Partners

AGENDA ITEM 3, COMMUNICATIONS

1:09 P.M. Floor opened for Public Comment.

There was no communication from the Public.

1:09 P.M. Floor closed to Public Comment.

AGENDA ITEM 4, NEW BUSINESS

a) Approval of October 21, 2016 Budget/Personnel Committee meeting Minutes

Committee Member Scholink pointed out several corrections that needed to be made to the October 21, 2016 Budget/Personnel Committee meeting Minutes.

Motion to approve the October 21, 2016 Budget/Personnel Committee meeting minutes as amended, was made by Committee Member Scholink, seconded by Committee Member Bodem. There was consensus of the Budget/Personnel Committee approving the October 21, 2016 meeting minutes.

b) Next Steps: City of Sand City Priority Setting (Greg Larson, Management Partners)

There was Committee discussion regarding the next steps and priority setting. Chair Blackwelder and Committee Member Bodem talked about bringing Mr. Larson back to guide us through implementation of the priority setting goals listed for the City. Mr. Larson explained the two ways that the priority setting can go. Chair Blackwelder expressed that he would like a detailed publicly visible visual statement and a tracking tool (high priority).

A handout relating to the key components of the strategic plan was distributed to Committee Members indicating 53 priorities in the first draft. As indicated, Steps 1 and 2 have been completed; however, with Step 3, if you pull everyone who is responsible for each goal and work through the timeline, it would seem prudent that everyone needs to own their own process. Chair Blackwelder commented that as an example: the Hickory Street improvement project has taken over two years and it still not completed. He also suggested that EMC Planning Group would need to get involved through the Vibrancy Plan and have the City Administrator manage the projects, operations involving the project, and identify gaps in the system. It would also be wise for the City Administrator to know what tools he will need and to obtain support online so he can efficiently supervise day to day internal operations. Goals should have a timeline with the City Administrator monitoring the progress. The City Administrator should also have a thorough understanding of the budget and not leave the Finance Director responsible for everything that goes out. The ultimate goal is to have the City efficiently running in the event that Department Heads are unavailable, City operations will continue to function as normal.

Two choices were discussed regarding the Operating Systems, to interconnect Council priorities and to have them mapped out. The Committee discussed how to get the goals moving, tracking and organizational skills, and the possibility of rearranging some of the priorities to get the top 1 & 2 completed first, along with an implementation plan in place to get these priorities accomplished. Mr. Larson will provide the Committee with samples of how other cities have moved forward, and following further discussion will be back in four weeks for another meeting. It was also suggested that Committee Member Ferrante be added to the meetings already taking place with the City Engineer, City Administrator, and Director of Administrative Services.

c) Consideration of Contract Policy and Procedure

The Committee discussed the draft contract policy and procedure for the execution, enforcement, and signatory authority for all minor contracts for Sand City. The Committee increased the dollar amount with each category of approval. Committee Member Bodem will provide a resolution should the Committee agree to bring the policy to the City Council.

The Committee also discussed the clean-up of the newspaper bin and the boards where notices are posted.

Chair Blackwelder recommended taking the Contract Policy and Procedure as updated before the City Council, seconded by Committee Member Carbone. There was consensus of the Budget/Personnel Committee to proceed as recommended.

d) Consideration of Title Change – Associate Planner to City Planner including Job Description

Committee Member Bodem recommended to the Budget/Personnel Committee to change the title of Associate Planner to City Planner. There will be no pay raise involved as his salary is above the comparable salary of City Planner's in other cities. He will also discuss with Associate Planner Pooler goals to improve the planning department which, may possibly need some expertise on how to run the department and improve team efficiency.

Motion to change the title of Associate Planner to City Planner was made by Committee Member Ferrante, seconded by Committee Member Carbone. There was consensus of the Budget/Personnel Committee to approve the title change.

It was also noted that the recommendation be brought to the Council with a resolution for their approval as well.

AGENDA ITEM 5, REPORT FROM COMMITTEE MEMBERS

There were no reports from Committee Members.

AGENDA ITEM 6, ADJOURNMENT

There was consensus of the Committee to adjourn the meeting at 2:30 p.m. to the next Budget/Personnel Committee meeting to be determined.

Linda K. Scholink, City Clerk