Human Resources/Government Committee Meeting
2013 GOALS & PRIORITIES as of March 6, 2013

LISTED IN PRIORITY ORDER

UPDATE Report by Clerk-Treasurer November 21, 2013

1. **Personnel Policy**
   The council moved to workshop vs. committee meetings and the CT was not included, nor invited, in Policy review meetings held by Mayor Laseke, Councilmembers Fredricks & Swindell. The CT did submit several policy revisions for the update and they were not discussed further with the CT after the committee started meeting without the CT.
   a. Continue review and prioritize list from Policy Ord 1184 (HR Comm & Mayor) (including furlough days, flex time, vacation, buyouts, bereavement leave, out-of-class pay, promotions and interim out-of-class pay, FMLA, dress code, etc. – see HR list)
   b. Set timeline and assignments
   c. Will we need extra meeting dates with discussion on this topic only? Or allow more time at the regular meetings with a dedicated portion to this topic?

2. **Develop online citywide survey or council/community forums**
   The council has done several surveys for 2013; forums are still pending as assigned below.
   a. City Council Forums with roundtables (Mayor / Humbyrd)
   b. Set process for developing forum / survey content
   c. Complete forum (vs. survey) in 2013

3. **Provide Efficient City Service (*HR Comm assignment-excerpt from Council Goals Doc.*)**
   The Mayor has assessed the CT Dept, the Police Dept. and PW Dept is pending. See Mayor's reports.
   a. Assess all city departments (Mayor)
      - What services are needed?
      - Process review & streamlining
      - Goal of reducing expenses
      - Explore use of contractor to assist in assessment
   b. Explore consolidation and/or outsourcing services – Reviewed and discussed
   c. Create position of City Administrator by 2015
      - Increase mayor's compensation to work full-time 2012-2015 [completed]
   d. Increase communications with citizens (i.e. neighborhood meetings, mass email, website) (Mayor with council assist) [various methods completed]
   e. Salary Survey
      Assist Mayor with Salary survey and step plan for exempts for implementation on or before January 1, 2014 [Workshop item 11/25/2013]

f. **Hiring**

- Hiring of part-time firefighters until Fire RFA Contract implemented[completed]
- Hiring of replacement Clerk I-Journey part-time on or before April 30th [completed]
- Hiring of new Community Development Planner on or before July 1st [completed]
- Prepare for Police Chief retirement and hiring replacement[in progress]

4. **Health / Welfare**
   a. Continue review of 2013, and beyond, health insurance, plan designs, premiums and employee contributions and make recommendation to council for 2014 [in progress]