

**Meeting Date:** 02/12/2013

**By:** Colleen Lasher, Administrative Services

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**Information**

**Title:**

Report from the Personnel Committee - Meeting Date: January 22, 2013

**Background:**

Case 1: Consider a Resolution to Select a Chairperson and Alternate Chairperson for the Personnel Committee

Case 2: Consider a Resolution to Accept a Paid-on-call Firefighter's Resignation

Case 3: 2013 Fire Officer Selections

Case 4: Consider a Resolution to Approve the 2013 Non-Union Health Insurance Contributions and Non-Union Cost of Living Adjustments

Case 5: Consider a Resolution to Address Building Maintenance Staffing Needs

Case 6: Consider a Resolution to Recruit for an Economic Development Manager

Case 7: Consider a Resolution Regarding a Leave of Absence (This discussion will be closed to the public)

Case 8: Consider a Resolution to Authorize Staff to Recruit for a Replacement Patrol Officer Position from the Recent Patrol Officer Recruitment File

**Notification:**

See the attached Personnel Committee packet from the January 22, 2013 meeting for additional detail.

**Recommendation:**

Case 1: The Personnel Committee unanimously recommended appointing Councilmember Tossey as Chair of the Personnel Committee and Councilmember Backous as the alternate.

Case 2: The Personnel Committee unanimously recommended accepting the resignation of Mr. Cory Helgoe and to recruit for this position upon the next regular Firefighter recruitment.

Case 3: The Personnel Committee unanimously recommended approving the Fire Chief's recommendation for 2013 Fire Officer Selections.

Case 4: The Personnel Committee recommended 3/3 authorizing the non-union city health insurance contributions, 2/3 the option to waive health insurance in exchange for a cash benefit and 3/3 to increase the non-union wage scale by one percent (1%). Councilmember Backous was not in favor of offering the option to waive health insurance in exchange for a cash benefit.

Case 5: The Personnel Committee tabled this case pending additional information regarding room rental revenue.

Case 6: The Personnel Committee unanimously recommended authorizing staff to begin a recruitment process for an Economic Development Manager.

Case 7: The Personnel Committee unanimously recommended approving an additional leave of absence through

May 31, 2013; the maximum amount of leave time allowed per the City's Leave of Absence policy.

Case 8: The Personnel Committee unanimously recommended authorizing staff to recruit for a Patrol Officer from the recent Patrol Officer recruitment file in order to fill the position left vacant by the officer on an extended leave of absence.

**Funding Source:**

Case 1: There is no funding required for this action.

Case 2: There is no funding required for this action.

Case 3: Paid on Call Fire Officers pay is funded from line item 6104 Part-time Wages and Salaries

Case 4: Funding for both city contributions to health insurance and cost of living adjustment are included in the 2013 general and enterprise fund budget.

Case 5: N/A (This case was tabled.)

Case 6: The annual funding required for this position approximately \$87,210 (TIF @ 20%, EDA 20%, HRA 60%). Funding for this position is included in the 2013 budget.

Case 7: There is no funding required; there have been no expenses related to this employee since June 1, 2012.

Case 8: The Patrol Officer position (currently vacant) is budgeted for approximately \$102,429. The estimated annual funding required for a new officer in 2013 is between \$65,488 and \$72,292 (for a full year). Therefore, no additional funding is required.

**Council Action:**

Case 1: Motion to adopt resolution #13-02-033, Councilmember Tossey as Chair of the Personnel Committee and Councilmember Backous as the alternate

Case 2: Motion to adopt resolution #13-02-034, confirming the recommendation of the Personnel Committee to direct staff to accept the resignation of Mr. Cory Helgoe and to recruit for this position upon the next regular Firefighter recruitment.

Case 3: Motion to accept Fire Chief's recommendation for 2013 Fire Officer Selections

Case 4: Motion to adopt resolution # 13-02-035, confirming the recommendation of the Personnel Committee to authorize the non-union city health insurance contributions, the option to waive health insurance in exchange for a cash benefit and to increase the non-union wage scale by one percent (1%).

Case 5: N/A

Case 6: Motion to adopt resolution # 13-02-036, confirming the recommendation of the Personnel Committee to authorize staff to begin a recruitment process for an Economic Development Manager.

Case 7: Motion to adopt resolution # 13-02-037, confirming the recommendation of the Personnel Committee to approve an additional leave of absence through May 31, 2013; the maximum amount of leave time allowed per the City's Leave of Absence policy.

Case 8: Motion to adopt resolution # 13-02-038, confirming the recommendation of the Personnel Committee to recruit for a Patrol Officer from the recent Patrol Officer recruitment file in order to fill the position left vacant by the officer on an extended leave of absence.

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### Attachments

PC Packet of 01-22-13

Draft PC Minutes of 01-22-13

Resolutions

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### Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Kurt Ulrich	02/07/2013 02:03 PM
Form Started By: Colleen Lasher		Started On: 01/25/2013 04:55 PM
	Final Approval Date: 02/07/2013	