



NOTICE OF PUBLIC MEETING

Personnel Committee

The City of Adel's Personnel Committee will meet council chambers at Adel City Hall, 301 South 10th Street, Adel, Iowa, on **Tuesday, December 11, 2018 at 8:00 a.m.**

AGENDA

1. Call to Order
2. Consider Approval of January 30, 2018 and February 6, 2018 Minutes
3. Review/Recommend Revised Job Descriptions and Update on Hiring Process
 - a. City Clerk
 - b. Accounting Clerk
4. Discuss City Hall Front Desk Expectations
5. Update from Nick on Curtis and Kylie
6. Consider Pay Raise for Part-Time Parks Employee Warren Barcus
7. Review Notification Process for Board/Commission Appointees and Applicants
8. Discuss Process for Updating Employee Handbook and Manual of Policy & Procedure
 - a. General Process and Timeline (Consider Ahlers or Small Working Group?)
 - b. Items to Include (e.g., Focus on everything, Bereavement Leave, Longevity Pay, etc.)
 - c. Public Works Union Decertification and Effect on Handbook (Payroll changes? Overtime?)
9. Finalize Anthony's FY18-19 Goals from 2018 Review
10. Discuss Strategy Ahead of Police Union Negotiations (Wages; New Employee?)
11. Any Other Business
12. Adjournment

12/07/2018 4:48:01 PM

Members or a quorum of members of other City Boards, Committees, Commissions, or the Council may be in attendance. Only items on the agenda may be acted upon and / or discussed.



January 30, 2018 Personnel Committee - Minutes

The City of Adel's Personnel Committee met in the council chambers at Adel City Hall, 301 South 10th Street, Adel, Iowa, on January 30, 2018 at 6:00 p.m.

The Personnel Committee meeting was called to order at 6:02 p.m. by Chair Jodi Selby. Members present: Haynes, McAdon, and Selby. Others present: City Administrator Brown, Chief of Police Shepherd, Public Works Director Overton, Parks & Recreation Director Schenck, Finance Director Sandquist, Library Director James, and Clerk Steele.

Haynes motioned, seconded by McAdon, to approve the November 29, 2017 minutes. Motion carried unanimously.

Discussion began on the FY18-19 Department Head Salary Survey. The following cities were surveyed: Asbury, Bondurant, Carlisle, Evansdale, Glenwood, Mount Vernon, Osceola, Perry, Polk City, Sergeant Bluff, Windsor Heights, and Winterset. Brown noted that the criteria used including cities of similar size, with similar positions, and located near major metro areas. Almost all Adel department head salaries were below the lowest salary (by an average of 10%) in the top third. Five of the eight salaries were below the average salary for their position.

McAdon noted that, while the City has made progress to be more competitive, no one is paid what they're worth. McAdon noted that the City should compare benefits and working conditions as well. Haynes agreed that the total package is the key. McAdon and Selby agreed that the City wants to pay as much as it can.

Sandquist provided staff's proposals, which include a base 4.5% increase and market adjustments to each position depending on the salary survey. McAdon asked about the costs to the levies and noted that the City must be transparent about these costs. McAdon noted that the City was also making progress on staffing.

McAdon noted that she would prefer to make more progress with department head salaries, specifically being in the top third of the salary survey for each position. McAdon noted that these costs will be ongoing in the General Fund, though the City has over four months of expenditures saved. Selby asked whether salary ranges for each position would make sense. Haynes stated that ranges could be looked at in the future. Shepherd noted that, for police officers, ranges can be somewhat detrimental to recruiting.

McAdon motioned, seconded by Haynes, to recommend the proposed upper third salaries if they fit within the FY18-19 Budget to the council. Motion carried unanimously.

Discussion moved to the City's vacation accrual policy. Brown noted that, because of the software system, several employees had accrued much more vacation than the policy allows. In addition, the policy had been a bit confusing. Several department heads noted that they thought they could carry over two years of vacation. Moreover, with all of the growth, it has been hard to take time off. Brown will bring a revised policy with clarifications to the council.

Discussion moved to the upcoming negotiations on the FY18-19 police union wages. Brown noted that a 4.5% increase had been budgeted. McAdon noted that only wages were open in the collective bargaining agreement. If the union agrees to change the longevity, that can be considered as well. Sandquist noted that the union had asked whether longevity factors in to their overtime. The committee agreed that the City does not allow this.

Shepherd noted that salaries have been moving in the right direction. In addition, the City has provided great equipment, benefits, supervision, and longevity. The committee discussed offering more for starting wages and reviewing comparable salaries from metro cities.

With no other business, the meeting was adjourned at approximately 7:35 p.m.

Respectfully submitted,
Anthony Brown, City Administrator



February 6, 2018 Personnel Committee - Minutes

The City of Adel's Personnel Committee met at Adel City Hall, 301 South 10th Street, Adel, Iowa, on Tuesday, February 6, 2018 for a series of negotiation meetings with the Teamsters Local Union 238. The meetings were held at 6:00 p.m., 6:05 p.m., and 6:10 p.m.

- 1) The Personnel Committee's first meeting was called to order at 6:01 p.m. by Chair Jodi Selby. Members present: Haynes, McAdon, and Selby. Others in attendance: City Administrator Brown, Chief of Police Shepherd, Finance Director Sandquist, Officer Keller, Teamsters representative Jon Thomas.

The Teamsters requested to open negotiations per Article 24 of the current collective bargaining agreement. Thomas presented the union's proposal, which called for a market adjustment that would increase all officers to \$25.00 per hour. The committee reviewed the information provided by Thomas.

With no other business, the meeting was adjourned at approximately 6:05 p.m.

- 2) The Personnel Committee's second meeting was called to order at 6:05 p.m. The same parties at the first meeting (see above) were present for the second meeting.

The committee presented the City's response, which was a 4% increase in wages for FY18-19. Selby noted that the City would like to continue making progress and remain competitive.

Thomas asked about the proposal's cost as a whole. The committee noted that the lieutenant's bump of \$5,000 and the sergeant's bump of \$3,000 was being factored in as well.

With no other business, the meeting was adjourned at approximately 6:10 p.m.

- 3) The Personnel Committee's second meeting was called to order at 6:10 p.m. The same parties at the first meeting (see above) were present for the third meeting.

Per Chapter 20 of the Code of Iowa, the committee entered into a closed session for negotiations (wages only) with the union.

Exiting the closed session, the committee reached a tentative agreement with the union for a one-year wage increase of 4% for FY18-19, with a note that new officers were receiving a bump on their one-year anniversary. This recommendation will be made to the Adel City Council as it prepares its FY18-19 Budget.

The union asked the committee to consider agreeing to another year on the current contract, which would lock in everything but wages for FY19-20. The committee took the request under advisement.

With no other business, the meeting was adjourned at approximately 7:00 p.m.

Respectfully submitted,

Anthony Brown
City Administrator