

Special City Council Meeting

SEPTEMBER 25, 2018

The Special City Council Meeting was called to order by Mayor Bronson in the Council Chambers at City Hall at 5:15 p.m.

Roll Call:

Present: King, Riddle, Couture, Lavender, Bronson and Temple

Absent: Kwiatkowski

Purpose:

- Review of Organizational Analysis completed by Rahmberg Stover & Associates and review the recommendations of the committee

Background:

- Councilman Lavender explained that the purpose of the study was to review the operations of the entire City via interviews and information gathering. A proposed action plan was created based on the recommendations made by Rahmberg Stover & Associates.
- Mayor Pro Tem Couture could like input from Council and staff to determine how the city can be more efficient.
- Councilman King would like to see the City ready for growth with streamlined processes, better communication, and training.
- Manager Tom Eustice reported that 25 employees were surveyed and interviewed.
- Per Councilman Lavender the committee would like to review with council and also staff before finalizing the action plan.

Item #1-Establish an Assistant City Manager Position (Timeline: November 2018-January 2019)

- Management should create job descriptions for each Department Head to determine if a need exists for a new position or if duties can be reassigned.
- City Manager Tom Eustice should develop a time analysis to determine the amount of time spent on his various duties.

Item #2-Re-examine the City's Public Safety Department (Timeline: January 2019-July 2019)

- Discussed the possibility of splitting the Public Safety Department into Fire Department and Police Department.
- Police Chief Kurt Jones does not recommend splitting the departments.
- Council would like a report and recommendation from City Manager Tom Eustice.

Item #3-Retain Clerk/Treasurer Organizational Structure (Timeline: November 2018-February 2019)

Item #4-Retain the Department of Public Works Organizational Structure (Timeline: November 2018-2019)

- DPW Director Jason Karmol reported that better technology would improve the workload and delegation, for example a computerized maintenance management system would allow better tracking and delegation.

Item #5-Consider Integrating the City Ice Rink with the Parks and Recreation Department (Timeline: December 2018-December 2019)

- The Recreation Commission is currently reviewing the Recreation Plan.
- A Recreation Authority would be best.
- Another option would be a millage.

Item #6-Maintain the Capital Improvement Plan (Timeline: July 2019-June 2020)

- Six year Capital Improvement Plan required for Redevelopment Ready Community.
- Capital Improvement Plan should be reviewed annually.

Item #7-Develop an Information Technology Plan for the City (Timeline: April 2019-July 2019)

- Currently have 2 contracted employees who do IT work for the City.

Item #8-Develop a Set of Key Performance Metrics to Facilitate Oversight and Management of the City's Operations and Services (Timeline: March 2019-June 2020)

- Identify goals and measure performance based on completion of these goals.

Item #9-Continue to Build and Sustain Active City Boards and Commissions (Timeline: April 2019-December 2020)

- Add item to council agenda reporting which Boards and Commissions have openings.
- Bylaws should be reviewed and updated.

Item #10-Review and Pursue Current Human Resources Best Practices (Timeline: January 2019-June 2020)

- Update procedures and job descriptions.
- Create/Update employee handbook.

Item #11-Improve Communication Channels and Working Relationships within the City (Timeline: Immediate)

Item #12-Monitor Staff Salary Levels (Timeline: Annual Review)

***Additional Special Meeting to be held on October 23, 2018 at 5:15 p.m.**

Meeting adjourned at 6:55 p.m.

Mayor Mark C. Bronson

Clerk/Treasurer Bridget E. Brown

Councilman Joseph Lavender

Councilwoman Winifred L. Riddle

Councilman Vaughn Temple

Councilman Nathan H. King

Mayor Pro Tem Nicholas C. Couture

Councilwoman Betty A. Kwiatkowski