

**City of Keene**  
**New Hampshire**

**FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE**  
**MEETING MINUTES**

**Thursday, July 14, 2016**

**5:30 PM**

**Council Chambers**

**Members Present:**

Mitchell Greenwald, Chairman  
Terry M. Clark  
Thomas Powers  
Jay Kahn  
Carl Jacobs

**Councilors Present:**

Bettina Chadbourne

**Staff Present:**

City Attorney Tom Mullins  
Finance Director Steve Thornton  
Asst City Manager, IT Director Rebecca Landry  
Police Chief Brian Costa  
Asst. City Manager/Planning Director, Rhett Lamb  
Human Services Manager, Liz Sayre  
City Engineer, Don Lussier  
Asst. City Manager/Human Resources Director, Beth Fox  
City Clerk, Patty Little  
Fire Chief, Mark Howard

Chair Greenwald called the meeting to order at 5:30 PM.

**1. MEMORANDUM:                    2016 Community Night**

Human Services Manager, Liz Sayre stated the 2016 Community Open House was hosted recently at the Marlboro Street complex. Ms. Sayre stated historically it has been the Police Department which has participated in "Night Out" which is a semi-annual event. This year, with the assistance of the Personnel Advisory Board, it expanded to all city departments being able to participate. Ms. Sayre then went on to recognize the donors for this event, which included Cumberland Farms, the Police Benevolent Association, the Keene Police Officers Association and C&S Wholesale Grocers. 700 plus community members participated at this event. The Fire Department had a ladder truck and their newest ambulance. The Police Department had their Bear Cat Crime Scene Van and a Cruiser but the most impressive vehicle on display was the Airport Snow Removal Equipment. K9 Officer, Patriot was also a big hit. Ms. Sayre stated it was also interesting to participate in the various tours of the facilities.

Ms. Sayre extended special thanks Captain Russo for his cooking skills and making sure everyone was well fed. Chair Greenwald commended this event as well. Councilor Jacobs echoed the Chair's comment and noted it gave staff the opportunity to display the vehicles they use. The Councilor asked what PAB stood for. It is the Personnel Advisory Board, consisting of non-union employees of the City.

Councilor Clark made the following motion which was seconded by Councilor Powers.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends accepting the memorandum regarding donations to 2016 Community Night as informational.

2. **REPORT OUT:**                      **Donation of Land – Off Pearl Street – Michael Kapiloff**

Asst. City Manager/Planning Director, Rhett Lamb stated last month the City received a communication from the heirs of the Charlotte Kapiloff Trust regarding their interest in donating a parcel of land off Pearl Street to the City. The City determined it would not be in the best interest of the City to accept this land and suggested Mr. Kapiloff approach his neighbors. This has been done and the property has been transferred to one of the neighbors. Mr. Lamb stated it is staff's recommendation that the Council report out this item as informational.

Councilor Kahn asked how this item would move to the full Council. Chair Greenwald stated it would move as an informational item. Mr. Lamb stated what the Committee is accepting as informational is the original communication not his report. Councilor Kahn asked whether there would be any formality in the written sense that would accompany this item. Attorney Mullins stated there would be background notes when this matter first came before the Committee including notes from today's meeting and the motion to report it out.

Councilor Powers made the following motion which was seconded by Councilor Jacobs.

On 5-0 vote, the Finance, Organization and Personnel Committee recommend that the communication from Michael Kapiloff regarding his proposed donation of land off Pearl Street be accepted as informational.

3. **MEMORANDUM:**                      **Agreement For Advanced Life Support Intercept Transport Service**

Fire Chief Mark Howard explained these agreements for advanced life support intercept transport service have traditionally been one year agreements. He explained approximately five years ago the City provided service to ten towns. At that time there were no standby fees and the City was running a little over a hundred calls. For service calls, the City travelled in a pickup truck and if there was a need they used the ambulance of the other town to provide assistance. However, nearly 50% of the time the City of Keene got to the scene before the primary agency arrived at the scene. After a couple of years, the City started to arrive with their own ambulance.

The City has gone from ten towns to five towns and now down to three towns which have provided signed contracts. The towns of Winchester and Alstead chose not to sign an agreement. The towns which signed agreements are Gilsum, Harrisville and Stoddard. The budget for the department has been adjusted accordingly. The overall budget was \$5,174 (standby fee divided between the three towns), in addition for all transports the patient is billed for the transport.

Councilor Kahn asked whether there are two more agreements which need to come before the Committee. Chief Howard stated what is before the Committee is a template and the only change would be the change to the name of the town.

Councilor Jacobs noted the transport agency is listed as Marlow Ambulance and Diluzio Ambulance and asked for the City's role. Chief Howard stated Keene is not the primary transport agency for these towns. Three years ago the City took the position that if there was no agreement in place with a particular town then Keene would not respond. Keene is a secondary response for intercepts for these communities because they chose to have a backup.

Councilor Jacobs made the following motion which was seconded by Councilor Powers.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute the new one year Advanced Life Support Intercept Agreements.

**4. MEMORANDUM: Acceptance of Justice Assistance Grant (JAG) – 2016**

Police Chief Brian Costa stated this is the Justice Assistance Grant that the department typically applies for in conjunction with the Cheshire County Sheriff's Department. This year, the Keene Police Department will be applying for a total grant in the amount of \$15,557 jointly with the Sheriff's Department.

For the purposes of this grant, Cheshire County will act as a fiscal agent. Keene's share of this grant will be \$7,778.50 for the purchase of 11 smart phones to be installed in cruisers with 18 months of service. The smart phones will be able to obtain the same kind of data the laptops in cruisers receive along with the ability to receive text messages along with photos. This type of information is critical during active investigation and apprehension of suspects. Having to return to cruisers or return to the station to obtain necessary information will save the department invaluable time.

Chief Costa went on to explain many of the businesses have surveillance cameras. In the past the department had to wait to obtain the video recording from the manager of the store to be able to view it at Police Department and get the information out. In these days officers are using their own smartphones to take images and circulating same but they are doing so with their personal devices. When officers use their personal phones, those phones become subject to discovery.

Councilor Kahn made the following motion which was seconded by Councilor Jacobs.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to apply for and accept a grant of \$7,778.50 awarded by the US Department of Justice, Justice Assistance Grants program.

**5. MEMORANDUM: Acceptance of Civil Forfeiture**

Chief Costa explained on May 7, 2014 the Keene Police Department assisted the DEA with the execution of a search warrant on the establishment, Phat Stuff. This search was a multi-agency coordinated investigation. The case has been settled with the owner pleading guilty to drug related charges. In his guilty plea the owner agreed to forfeit \$10,729.50 as well as some drug paraphernalia which was seized. The Keene Police Department's share of the seized money is \$1,463.70.

Chair Greenwald asked who gets the rest of the money. Chief Costa stated it goes to the Federal Government – DEA. Councilor Kahn asked whether the Court system is awarded a portion from these funds as well. Chief Costa stated he wasn't sure, but the bulk of the proceeds go to the Federal agency. Chief Costa added the DEA did perform a lion share of the work and he felt the distribution was fair.

Councilor Clark made the following motion which was seconded by Councilor Powers.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept forfeiture funds in the amount of \$1,463.70 (14-DEA-598635-\$707.29; 14-DEA-598574-\$315.31; 14-DEA-598294-\$441.10), awarded to the Keene Police Department from the United States Department of Justice.

**6. MEMORANDUM: Acceptance of Donation - Sumner Knight Chapel**

Parks, Recreation and Facilities Director, Andy Bohannon was the next speaker who stated this donation of \$455 is from Kevin Dremel of the Keene Music Festival from the concert series they held at the Sumner Knight Chapel. The money raised is to be used for the maintenance and upkeep of the chapel. Mr. Dremel has raised \$9,094 from previous series.

Councilor Powers made the following motion which was seconded by Councilor Kahn.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a donation in the amount of \$455 and that the money be used by the Parks, Recreation and Facilities Department for the maintenance improvements of the Sumner Knight Chapel.

**7. MEMORANDUM: Acceptance of Donation - Dog Park**

Mr. Lamb stated this donation of \$35 from Margaret Wittenborg is for the continued fund raising campaign which is being undertaken by the Friends of the Dog Park.

Councilor Jacobs made the following motion which was seconded by Councilor Kahn.

On 5-0 vote, the Finance, Organization and Personnel recommends that the City Manager be authorized to do all things necessary to accept a donation in the amount of \$35 from Margaret Wittenborg toward the creation of a dog park.

**8. MEMORANDUM: Sponsorship Update - Banner Placements at Wheelock Park**

Mr. Bohannon stated in April the City Council approved a sponsorship policy for the Parks and Recreation Department. He indicated the department has worked out an agreement with Convenient MD for the placement of sponsorship signs at the Wheelock Ball Fields and the Recreation Center. Mr. Bohannon stated this is a two year agreement for \$10,000 per year and is renewable after that period for another two years.

Chair Greenwald asked whether there was discussion about any other banners. Mr. Bohannon stated he is having conversation with other businesses and felt after this banner goes up there is likelihood more could be expected.

Councilor Jacobs asked whether this money was anticipated in the budget. Mr. Bohannon stated these funds go into the revolving fund to offset costs of programming. Mr. Bohannon added the sign "Convenient MD" would also go on the back of soccer league jerseys. Chair Greenwald felt perhaps Convenient MD could be invited to a meeting so they could be thanked for their sponsorship.

Councilor Kahn made the following motion which was seconded by Councilor Clark.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept the sponsorship update for banner placement at Wheelock Park as informational.

**9. MEMORANDUM: Winchester Street Bridge over Ash Swamp Brook**

City Engineer Don Lussier was the next speaker. Mr. Lussier stated this change order is for the replacement of one of the State's red-listed bridges. This is for the work related to the design phase of the Winchester Street bridge over Ash Swamp Brook.

Mr. Lussier stated this change order is the result of a public meeting where the neighborhood addressed the issue with flooding, which has become worse over the last few years. Mr. Lussier stated he had asked the City's consultant to look at this issue and what the consultant found was that the existing FEMA flood modeling does not contemplate the enlargements to the upstream bridge, which was done on Route 9. This change order will permit the City to do a more detailed hydraulic analysis of the river system and what effect opening up of the stream would have on the bridge.

Mr. Lussier stated because this is a State bridge, the State funds 80% of the cost and the City's portion would be 20% of \$22,486 which is \$4,497.20.

Chair Greenwald asked whether this bridge project includes a conduit for broadband. Mr. Lussier stated it does not because this is just the design phase and added the discussion about conduits will happen in the future and this is something staff is discussing.

Councilor Powers asked when construction is scheduled for this project. Mr. Lussier stated the project is scheduled for construction in FY18.

Councilor Kahn asked whether funding for the construction phase would come up in the next CIP. Mr. Lussier stated money for this project has been appropriated all the way through construction.

Councilor Clark made the following motion which was seconded by Councilor Powers.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a design phase change order with CHA, Inc. for an amount not to exceed \$22,486 for a detailed hydrologic and hydraulic study of the Ash Swamp Brook associated with the Winchester Street/Rt 10 Bridge over Ash Swamp Brook Repair Project.

**10. MEMORANDUM: Primex3 Contribution Assurance Program**

Asst. City Manager/Human Resources Director Beth Fox stated this item is for the City Manager to enter into an agreement with Primex for a multi-year Contribution Assurance Program, which will run through FY19. This program will guarantee the City's premium will not increase beyond the 9% cap regardless of the exposure changes, loss experience or the loss experience of the large pool over the next two fiscal cycles.

Councilor Kahn asked what the governance structure of Primex was. Ms. Fox stated it is a risk management pool under RSA 5b and is the only risk management pool in the State that is providing property and liability coverage for municipalities. They have a Board of Trustees made up of officials of various participants (School District representative, county officials, elected officials). Ms. Fox stated this Group participates in a lot of proactive training for City employees, which is a great side benefit the City receives from them.

Councilor Powers made the following motion which was seconded by Councilor Kahn.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to do all things necessary to enter into and execute an agreement extending participation with Primex 3 in a multi-year Contribution Assurance Program (CAP) through FY19 that provides predictable contributions and stable property and liability insurance coverage.

**11. MEMORANDUM & RESOLUTION: R-2016-25 Relating to Fiscal Policies**

Chair Greenwald stated the Council will be having a workshop on this concept and the recommendation is to put this item on more time.

Chair Greenwald made the following motion which was seconded by Councilor Clark.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends placing Resolution R-2016-25 on more time to allow the workshop to be held.

**12. MEMORANDUM & RESOLUTION: R-2016-26: Relating to Refunding Bonds**

Finance Director, Steve Thornton addressed the Committee and stated this Resolution will permit the City to refinance bonds issued in 2006, 2007 and 2008. Mr. Thornton explained the City is working on a bond sale for the middle of August and, as part of that, the City's financial advisor looked at the City's existing debt and determined money could be saved by refinancing bonds.

Interest rate is at an all-time low and the demand for tax-exempt municipal bonds is high. The refinancing will save the City about \$350,000 over the next 12 years. Under current market conditions the amount of bonds being refunded is \$3,666,000. The older bonds carry a current interest rate between 4% and 5% and the refinance will result in an interest rate between .8% and 2.1%. Mr. Thornton noted this refinancing will not extend the term of these bonds; they will be paid off according to the original terms of the bond. If market conditions become unfavorable in the next month or so the City will not proceed with the refinancing.

Mr. Thornton stated in talking to the City's financial advisor, they pointed out the City's fiscal policy authorizes the City to issue bonds on a competitive basis or on a negotiated basis. With a new bond issue it is always on a competitive basis and refinancing is always on a negotiated basis and this is because refinancing is interest sensitive.

Chair Greenwald stated what he understands from the Finance Director's report is that the City will take existing bonds and refinance them at a rate of .8% to 2.1% which would result in a \$350,000 saving over the next 12 years and the bonds will be paid off on the same end date and the payoff date will not be extended.

Councilor Kahn asked whether the City has done this in the past. Mr. Thornton stated the last time the City undertook a bond refinance was in 2013 and there are conditions written into the bond regarding refinancing times. The Councilor asked whether the new and old bonds are being merged together. Mr. Thornton answered in the affirmative.

Councilor Jacobs made the following motion which was seconded by Councilor Kahn.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2016-26.

**13. MEMORANDUM & RESOLUTION: R-2016-27: Relating to the Reallocation of Bond Funding from the Railroad Land Infrastructure and Victoria Street Extension Projects**

Mr. Thornton stated these are older projects for which bonds were issued many years ago (2008 and 2011). The bond issued in 2008 was for the Victoria Street Extension project. Preliminary work was done but the project never quite moved

forward. In the current CIP, some work is scheduled regarding this project. In the meantime there are these bonds which have been issued and should be utilized.

The second is the Railroad Land Infrastructure project for which bonds were issued in 2011. This bond was issued for all the infrastructure work on the Railroad property. The City carried a balance for this project because Public Works was concerned about pollution on this site. This project balance was appropriated last year for work on the Wells Street parking deck; this project was completed under budget. There is now money from this Railroad Land Infrastructure project which is now left over from two projects and staff is requesting reallocation of those funds for road repair.

Chair Greenwald asked for added explanation on the Victoria Street project. Mr. Blomquist explained this project started in 2004 and, at that time, the Mayor appointed a Transportation Committee which issued a report. One of the recommendations was to look at extending Victoria Street from Marlboro Street. The Council approved a project which was split between design work and construction work. In 2008, a bond was issued for the design work and the City performed some preliminary design work and established agreements with some of the abutters. In 2010-2011 due to change in leadership, Victoria Street was taken off the books and the design work was stopped.

Since that time, the Kingsbury property went through bankruptcy and the Ford Dealership sold their property. Two years ago when the City went through the Marlboro Street rezoning, part of the issue that came up was Marlboro Street and the Victoria Street extension and the necessity for tractor trailer trucks to travel down Eastern Avenue (via residential neighborhoods). Hence, this project is back in the CIP for FY22 as a project which needs to be looked at. These monies continue to remain as bond proceeds.

Mr. Blomquist went on to say what the Committee would see in the upcoming CIP for FY18-23, is an adjustment to the current project to add back the design work into the budget. Chair Greenwald clarified in 2008 there is an appropriation of \$163,000 for design work which was started and stopped and asked whether these are the funds which are remaining. Mr. Blomquist agreed and added there was a small amount of approximately \$15,000 spent on survey work.

Councilor Powers asked if a new account is established for road work which is bond funded how long the City has to spend the money. Mr. Thornton stated Public Works should be able to spend these funds immediately as they have a contract ready to go.

Councilor Kahn asked whether these bonds could be offset for other work. Mr. Thornton noted this money needs to be moved along. Councilor Kahn stated he understands these funds need to be moved along and also understands the City has deferred many maintenance items which these funds could be used on. However, those projects have not come before the Committee. Mr. Thornton explained Public Works had planned to use funds from their operating budget and the City has a large user surplus budgeted for FY16 (the year that just ended). The purpose here is to not use the funds from the operating budget and let that go into the fund balance and use the bond proceeds which



need to be spent on the road work. Councilor Powers asked whether these bonds have to be used only for infrastructure related work. Mr. Thornton stated he was not quite sure of that.

Councilor Kahn noted \$800,000 was drawn from reserves to make this operating budget whole and asked whether this expenditure would reduce on that draw of reserves. Mr. Thornton stated it would and the unused funds from the operating budget for FY16 would go into the unassigned fund balance which would then move into FY17.

Chair Greenwald asked how much money is left over from the Railroad Street Infrastructure project and how much is left over from the Victoria Street -project. Mr. Thornton stated \$186,000 is from the Railroad Street Infrastructure project and \$155,755 is left from the Victoria Street extension project.

Councilor Kahn made the following motion which was seconded by Councilor Powers.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2016-27.

**14. ORDINANCE: Charter Employee Evaluation Process - FOP COM**

Chair Greenwald explained this item is in reference to the evaluation process for Charter Employees by the Council; the City Manager, the City Clerk and the City Attorney. This is a process to provide feedback to these three employees and provide them with aspects of their performance that the Council believes needs to be addressed. There was a time period by when this should have been done, but the time has lapsed. He stated tonight is an open discussion about process.

Mayor Lane stated it needs to be made clear what the purpose of this process is. Evaluations can be utilized for many purposes, including step increases, giving a bonus or as part of a termination process. The evaluation process that the Council performs for the three charter officers is intended to provide them feedback as to whether they are meeting the goals the Council has set for them. He encouraged the Committee to keep the process as simple as possible. The process under discussion has the Councilors numerically rating the employees on a variety of subjects. That numeric rating is not productive in terms of what the Council is attempting to achieve. He felt these three employees need specific feedback from the 15 Councilors in the form of individual feedback and not a numerical rating so they know exactly whether they are meeting the Council's expectations.

The Mayor stated his suggestion would be for the Chair of the Finance Committee to provide the other Councilors any goals which were set for these employees for the previous year, which would require the Council to set those goals.

If any Councilor has questions about those goals those questions should be sent to the Chair of the Finance Committee. The Council will then meet and the Chairman of the

Finance Committee should pose those questions as well as any questions the Finance Committee might have also developed. The Council would then set goals for the next year. This should be more of a goal setting process than anything else.

The Mayor continued that the City Council just held its Council goals workshop, but now the Council needs to focus its attention on what they expect the City Manager, the City Attorney and the City Clerk to do in the next year to carry out those goals.

Chair Greenwald stated the Council at the present time does not have goals for each of the Charter employees. The Mayor stated this is something the Council has an obligation to develop. He went on to say based on the workshop held last Saturday there will be a report developed which is likely to require a follow-up workshop where the Council would narrow down their goals. Based on those goals, the Council would need to outline goals it would like each of the charter employees to complete.

Councilor Kahn stated he was curious as to where the aspects of a self-evaluation and the self-setting of goals come into the process. He continued he understood the role of Council to be in an adoption role and then in a review role, but these individuals are very experienced in these roles and they understand the resources available to them and they can take the Council goals and City goals and begin to identify how their work plan for the coming year ought to evolve.

Councilor Greenwald noted that the City Council has never had such an in-depth discussion of Council goals and in the meantime City staff has been truly amazing in being able to understand how they can further Council issues.

Councilor Powers agreed the incumbents in the positions are well seasoned and added that all other City employees has a clear, fairly objective format that is followed for their evaluation and he was hoping for the same for these three employees as well. He noted it is extremely difficult to get 15 Councilors and the Mayor to agree and hence the reason he suggested something like ICMA where there are specific targets "on the wall." Then they can be evaluated on that basis. The Councilor stated he would like to make this a priority. He further stated in addition to goals the Council should also have specific points or terms for people to work with besides the goals. He asked how the Council, for instance, would evaluate an individual who is not fiscally responsible.

Councilor Jacobs felt the overall purpose for an evaluation was good government. In the past he has been struck with the fact there have been no criteria in previous evaluations. He continued goals are at their best when you could recognize if you had achieved the goal and he felt it would be worthwhile to have this conversation with the charter employees. The Mayor agreed specific goals are necessary to evaluate the employee on. Councilor Jacobs stated the Council should also have some shared responsibility in these goals and how any achievement will be identified. It should be the responsibility of both the Charter employee and the Council to work towards any identified goals.

Councilor Greenwald stated the report resulting for the goals workshop should summarize what the Council's goals and we should have another meeting to apply specific goals to each of the Charter officers. The Mayor responded he didn't expect the report to be any different for the three Charter employees and the three Charter officers will all work to pushing the Council's goals forward.

Councilor Powers expressed his concern that this process might be drawn out and he felt the Council had an obligation to provide feedback to these employees. Also he noted his concern about how the Council would evaluate a Charter employee on a goal that might have a five-year timeframe.

Councilor Chadbourne agreed the Council needs to consider goals in the evaluation process, but cautioned about having a list of goals to merely check off. She further stated these three charter employees set the climate for the rest of the City employees and goals can be achieved whether an employee has their employees right "under their thumb" or whether they are actively engaging them. She felt happy employees make for a better work environment. The greatest asset the City has its employees and she asked how the Council measures that "pulse." The Councilor stated the Council members are not with these charter employees on a day to day basis and she asked whether an entity like Primex might have a way to obtain feedback from the employees these charter employees supervise. She felt this was an important aspect and asked that this be an item to be considered.

Councilor Clark felt the charter employees' performance ultimately is a reflection of the personnel they supervise. This is especially true of the City Manager's position. He suggested that the Council do what it can for this year, and work towards a different process.

Chair Greenwald stated he sees these employees every day and sees the incredible things these three employees accomplish, but the issue is drawing the rest of the Council into this as well. A formal process is important for the employee and has legal considerations as well.

The Mayor asked the City Attorney for the timeframe for when these evaluations need to be completed. Attorney Mullins stated the ordinance adopted by the Council calls for the evaluation to be completed within 30 days of their anniversary. The Mayor responded then for the City Attorney the evaluation would be March 1, of 2017. The City Attorney then commented as a charter employee he would like to know sooner rather than later as to the Council's feedback. Councilor Powers stated he hears that there is some consideration for sliding by the evaluation dates for this year. The Attorney also stated whatever process that is put in place; it should be a formalized acceptance of the process at some point.

Councilor Kahn stated he agrees with the suggestion about ICMA and having goals, but the Council is looking for certain basic things from these charter employees, such as leadership, motivation, good stewardship and he did not feel the wheel needs to be

reinvented to collect the Council's overall assessment of these employees or the employees self- assessment as to how they have met these aspects. Chair Greenwald stated he has an evaluation sheet Councilor Powers put together which he could share with the Finance Committee. The Chair did not feel this item was going to get settled tonight and suggested putting it on more time until the next meeting.

Councilor Jacobs asked what the plan is going forward. Chair Greenwald stated the Council could wait on the report from its goal workshop, or an interim process can be put in place, or they could look at the basic aspects as suggested by Councilor Kahn. Councilor Jacobs stated he is not uncomfortable with the process the Council had in place, but he felt the Council should move in a direction which had more goal setting and criteria. He did not feel the conversations the Council had with these charter officers in past years were a waste of time either and he did not want to lose that relationship the Council had with these employees. Chair Greenwald stated he could come up with a process for the next meeting as an interim so feedback can be provided to the charter employees.

Attorney Mullins stated he felt the three charter employees would like to have a meeting with the City Council to have conversation to discuss an evaluation process, but hoped it would be a collaborative effort between the Council and the employee. He felt it would be worthwhile to schedule a meeting with each employee so they can talk to the Council as to what they think the process should be. He added these are three different entities; the Manager's primary goal is to implement policy, it is the goal of the City Attorney to assist the Council in implementing the policy, but he has to be careful not to step into the policy realm. He felt the conversation he suggested might be something the City Clerk and the City Manager would appreciate as well.

Chair Greenwald stated he wanted to make it clear to everyone that there is no problem with these three employees but this process is to augment an otherwise good relationship.

Chair Greenwald made the following motion which was seconded by Councilor Jacobs.

On 5-0 vote, the Finance, Organization and Personnel Committee recommend the on-going discussions regarding the charter evaluation process on more time until their next meeting.

The meeting adjourned at 7:10 pm.

Respectfully submitted by,  
Krishni Pahl, Minute Taker