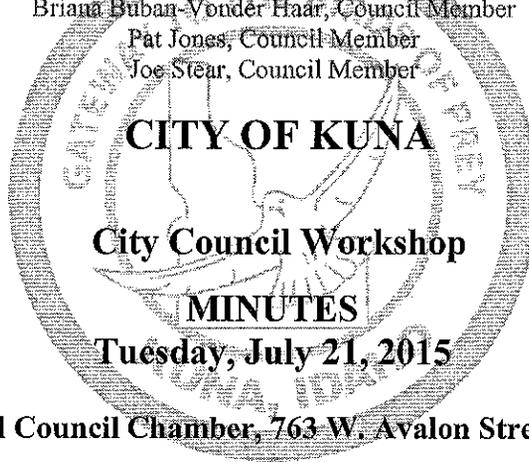


**CITY OFFICIALS**  
W. Greg Nelson, Mayor  
Richard Cardoza, Council President  
Briana Buban-Vonder Haar, Council Member  
Pat Jones, Council Member  
Joe Stear, Council Member



**Kuna City Hall Council Chamber, 763 W. Avalon Street, Kuna, Idaho**

**6:30 P.M. CITY COUNCIL WORKSHOP – Personnel Manual (continued from July 7, 2015)**

**1. Call to Order and Roll Call**

**COUNCIL MEMBERS PRESENT:** Mayor W. Greg Nelson  
Council President Richard Cardoza  
Council Member Briana Buban-Vonder Haar  
Council Member Pat Jones  
Council Member Joe Stear

**CITY STAFF PRESENT:** Gordon Law, City Engineer  
John Marsh, City Treasurer  
Chris Engels, City Clerk  
Richard Roats, City Attorney  
Bobby Withrow, Parks Supervisor  
Wendy Howell, P & Z Director

City Attorney Richard Roats explained that he had included a memorandum with the agenda packet. Also included are vacation accrual and uniform expenditures. Some of the employees have large vacation accruals that needs to be decided. The work boots don't always last for 2 years. Employees are paying out of pocket for better quality replacement boots. Mr. Roats added that the organization chart was included for Council's review.

Mayor Nelson asked Council if they wanted to discuss vacation accrual and uniforms now or when the item comes up in the manual.

Council Member Jones expressed he thought there should be a lower cap on vacation accruals.

Mr. Roats explained his thoughts were to use a graduated process over several years i.e. 175% after year two, 150 % after year 4, to reach the 125 % at year 6 for those employees with large vacation accruals.

NOTICE: Copies of all agenda materials are available for public review in the Office of the City Clerk. Persons who have questions concerning any agenda item may call the City Clerk's Office at 922-5546. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at 922-5546 at least forty-eight (48) hours prior to the meeting to allow the City to make reasonable arrangements to ensure accessibility to this meeting.

Council Member Jones thought there could be other options. His suggestion is have another workshop for discussion of options.

Mayor Nelson suggested review of the amendments.

Mr. Roats updated Council that the amendments are in green text.

Council Member Buban-Vonder Haar noted an error in spelling-Section 3.1.1.

Council Member Jones asked for clarification regarding comp. time. He understands the comp. time practices but does not understand the reasoning to cap comp. time at 80 hours. A 40 hour cap should be sufficient.

Mr. Roats stated he met with Public Works this morning and there have been some changes that still needs to be reviewed and will get that information to Council Member Jones.

Council Member Jones asked the other Council Members if they were open to lowering the cap to 40 hours. Council Members Cardoza and Buban- Vonder Haar agreed.

Council Member Stear would like the Director's input on the subject.

City Engineer Gordon Law asked if the time of year would be a consideration. Seasonal issues should be considered when capping comp. time as well as requiring comp. time to be used as soon as possible.

Council Member Buban-Vonder Haar asked if a use it or lose it plan could be implemented with December 31<sup>st</sup> as an end date to use the time. Management of the comp. time accrual and comp time use would then be up to the employee and the Supervisor.

Mr. Roats stated that there is an ebb and flow of when comp. time is accumulated. The idea is to have a target for comp. time and have the Department Heads be aware of the target. If the target is reached and a situation arises that would require overtime, employees would then need to be paid for the overtime. There cannot be a use it or lose it plan for comp. time.

Council Member Jones said he was willing to wait to see the options.

Mayor Nelson added that the Supervisors are working with their employees to use comp. time and feels the policy is already working as it is written.

Mr. Roats will put forth the language. He was encouraged to know that comp. time usage has already been scheduled, taking into account the slow season and impact to the department.

Council Member Buban-Vonder Haar asked if there was a reason comp. time could not be used in advance knowing that time will be accrued during the busy season.

Mr. Law suggested a timeframe of perhaps March 31<sup>st</sup> as an end date to use time. What he would like to do as a department is not create a financial burden on the city. The goal is to get the balances to manageable levels.

Council President Cardoza asked Mr. Law why the comp use time wouldn't be from October to October to match the fiscal year.

Mr. Law explained his effort to match comp. time accrual and use to the natural cycle in the department. The seasons don't match the fiscal year.

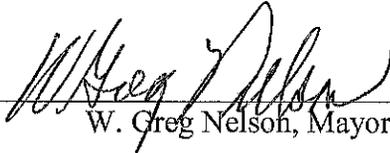
Council President Cardoza asked if there could be a limitation of when time can be taken.

Mr. Law clarified that the supervisors already used that management prerogative.

Council agreed to take up the matter again for an hour in a workshop prior to the next Council meeting on August 4<sup>th</sup>.

2. **Adjournment:** The meeting was adjourned at 7:01 p.m.

**Council Member Stear moved to adjourn the Personnel Manual Workshop. Seconded by Council President Cardoza, all voting aye. Motion carried 4-0.**

  
W. Greg Nelson, Mayor

ATTEST:

  
Chris Engels, City Clerk

*Minutes prepared by Dawn Stephens  
Date Approved: CCM 08.04.2015*

