

Minutes of the Buffalo City Personnel/Employee Relations Committee held on July 17, 2006.

Meeting called to order by Chairman Mitch Greer at 5:30pm. Present was committee member Chris Carson, councilmember Judy Hammons, Director of Public Works Dwain Bollman, and City Clerk Bill Bowers.

Salary Review Procedures

The committee reviewed samples of what other cities are using to review employees.

Motion to recommend to Council acceptance of the City of Buffalo Employee Performance Evaluation form to be completed semi-annually for each full and part time employee by Greer. Seconded by Carson and carried unanimously.

Assistant City Clerk

The committee discussed the Assistant City Clerk position and the hours required within the Clerk's office to complete every assigned task.

Motion to recommend to Council that the Assistant City Clerk position be made full time and that Tanna Carter, Assistant City Clerk, be given a \$.25 per hour raise effective on October 20, 2006 by Greer. Seconded by Carson and carried unanimously.

Non-Union Employment Policies

The committee discussed possible scenarios for employing and protecting non-union employees. Currently the only non-union person is the City Clerk and he has a one-year contract with the City. The Police Chief and Director of Public Works will most likely be removed from the union at some point and procedures for their employment should be addressed.

Motion to adjourn at 6:30 pm by Greer. Seconded by Carson and carried unanimously.

William Bowers
City Clerk