

**MINUTES
ARCADIA CITY COUNCIL
SPECIAL MEETING
CITY OF ARCADIA
TUESDAY, October 29, 2013
5:30 PM**

The following minutes reflect action items of the City Council of the City of Arcadia. For a verbatim copy of the minutes you may contact City Administration to obtain a copy of the recorded meeting.

CALL TO ORDER, INVOCATION PLEDGE OF ALLEGIANCE & ROLL CALL

The meeting was called to order at approximately 5:30 p.m.

Councilman Robert Allen gave the invocation which was followed by Mayor Alice Frierson beginning the Pledge of Allegiance.

Arcadia City Council

Mayor Alice Frierson
Councilman Robert R. Allen
Councilman Robert Heine

Deputy Mayor Joseph E. Fink
Councilman Keith Keene

Arcadia City Staff

City Interim Tom Slaughter
City Attorney Thomas J. Wohl

Planning Specialist Christi Pence
Marshal Matt Anderson

CALL TO ORDER, INVOCATION, PLEDGE AND ROLL CALL

Item 1 Review Staff Organizational Departures and Changes.

Former City Administrator, Judith Jankosky gave the City her resignation notice, which went into effect October 18th, 2013. The City Clerk Gia Lancaster resigned the 18th without advance notice. The Public Works Director Cathy Miller and Human Resource Manager Sandy Vitella were both layoffed on the 18th.

In addition we also have two departures that are leaving their resignation letters are pending. Christi Pence the Administration Specialist last day will be November 7th, 2013 and our Finance Director Renee Green has given the City six week's notice November 30th, 2013 and she has offered to extend her resignation if needed.

Item 2 Decision on City Position of Compensation packages for Departing Staff

Interim Administrator Slaughter explained Ms Jankosky offered Ms Lancaster six months of City health benefits, four weeks of severance pay totaling nearly \$4,000.00 and no eligibility for unemployment compensation.

Interim Administrator Slaughter discusses Human Resources Manager Mrs. Sandy Vitella.

Mayor Frierson responds has Lancaster received a check for time worked? Response, no one has received any benefits yet.

Ashley Killmon from Finance replied no, the former employees only received their checks from time they have worked.

Interim Administrator Slaughter, staff recommendations was to deny all Lancaster benefits provided by Ms Jankosky.

Councilman Heine maked motion to deny all extraordinary benefits to Lancaster. Deputy Mayor Fink seconded the motion.

Deputy Mayor Fink asked the City attorney just to ensure making amended Motion and denying all benefits due to our policy manual, section 22.10.

Councilman Keene amended the motion, deny all benefits due to our policy manual. Councilman Heine seconded it.

Mayor Frierson responds we were not aware of her resignation, and she did not put in her two weeks. Motion carried 5-0.

Interim Administrator Slaughter explains on the same day October 18th, 2013 Human Resources Director Sandy Vitella and Public Works Director Cathy Miller were laid off by Jankosky. In the termination letters to both employees severance packages offered to both employees were identical: six months of paid Health Insurance, four weeks of severance pay, eligibility for unemployment and the option to be rehired by the city. According to the City policy, all layoff agreements must be reviewed by the City's attorney before they can be offered. City attorney confirmed, he was never consulted about the offers.

Interim Administrator Slaughter responds; the City could pursue and offer both employees open positions based on their skill set, Vitella could be offer the position of planning specialist and Miller a labor position in the Public Works department. Both positions would no longer be management roles, and would be a reduced salary. Our recommendation is to offer both employees these positions, and if they refuse then proceed to deny them the previous severance offers.

City Attorney replied, he agrees with staff recommendation the move is legal and recommended it be approved by council.

Mayor Frierson mentioned she thought it was strange that Vitella was one of the employees who had been given a pay increase, she had heard Vitella was the first one to hand in her resignation letter. After she had handed it in, she asked for it back.

Deputy Mayor Joe Fink had also heard she was planning on resigning.

Interim Administrator Slaughter said he had her it too, but had not seen any documentation.

Councilman Keene, motion if Vitella and Miller declines the job offers, all benefits are denied. Deputy Mayor Fink seconded it. Motion carried 5-0.

Deputy Mayor Fink, motion to offer alternative 4, offer of transfer of lay off employees and deny 1, which is all extraordinary benefits. Councilman Bob Heine seconded the motion. Motion carried 5-0.

Public Comment. James George responded, it's my understanding Mrs. Miller was let go for cause. All the things Mrs. Miller has done were swept under the rug. Mayor Frierson responds she was let go.

Item 3 Decision on City Position of Compensation Packages for Departing Staff

In mid September Jankosky approved 22 Personnel Action Forms document changes to employee salary and benefits, The raises ranged from .50 cents to \$3.00 per hour, and including payroll taxes would cost the city approximately \$75,000. The only employee who rejected a pay increase was Finance Director Mrs. Green. However there is no indication that any evaluations were performed to justify the increases. There were several employees who received nothing following evaluation.

City Attorney responds there are only two ways legal ways pay increases can be implemented is if they are recommended and approved by the Council, or if they approved as part of the budget process.

Mayor Frierson asked if the pay raises have been implemented, and Accounting clerk Ashley Killmon indicated employees received the raises effective October 1, 2013.

Councilman Keene questions the Council, Can we delay this?

Interim Administrator Slaughter questioned the Finance Clerk, How long would it take us to figure out the numbers.

Ashley Killmon responded we can have this done by Friday.

Councilman Keene responded Tuesday night next council meeting would be great. Councilman Fink stated the City needs to follow mandated protocol. "The state is clear

that any raises need to be based on merit. We need to follow methodology.

Councilman Heine responded for the record recently the Police Department had requested pay increases for several officers that receiving promotions. I want the record to show we have not allowed any raises at this time. We should go by the book; we have to be fair to everyone.

Interim Administrator Slaughter explained some of the raises may have been to compensate employees who suffered pay cuts when their overtime or on-call pay was curtailed.

5. Confirm agreement to seek Recruitment of Key Staff positions.

Interim Administrator Tom Slaughter discusses the three key positions that need to be replaced.

- City Clerk
- Finance Director
- Administration and Planning specialist

Councilman Heine makes motion to confirm all re-assignments, Deputy Mayor Fink
Seconded the motion.
Motion carried 5-0.

ADJOURN

There being no further business the meeting adjourned at 8:00 P.M.

APPROVED THIS 19th DAY OF November 2013.

By:
Alice Frierson

Alice Frierson, Mayor

ATTEST:

Christi Pence

Christi D. Pence, Planning Specialist