

**GRANDVIEW CITY COUNCIL
STUDY SESSION MINUTES
APRIL 21, 2008**

1. CALL TO ORDER

Mayor Norm Childress called the study session to order at 6:15 p.m. in the Council Chambers at City Hall.

Present were: Mayor Norm Childress and Councilmembers Mike Bren, Pam Horner, Jan McDonald, Bill Moore, Jesse Palacios and Joan Souders.

Staff present were: City Administrator Scott Staples, City Attorney Jack Maxwell and City Clerk Anita Palacios

2. REVISED PERSONNEL POLICY MANUAL

City Administrator Staples provided an overview of the sections discussed and revised from the last meeting, as follows:

Chapter 1 – General

- 1.05 – Administrative Guidelines

This section was revised to clarify that the City Administrator acts on behalf of the Mayor, following the appropriate consultation and approval.

Chapter 9 – Longevity Pay

In order to maintain consistency between union and non-union employees, City Administrator Staples recommended that longevity pay not be revised at this time. This matter would be discussed with the union during negotiations in order to revise longevity pay for new hires.

Chapter 24 – Electronic Mail & Internet Use Policy

The policy as presented was recommended by WCIA. Staff consulted with WCIA regarding the inclusion of language to prohibit blogging and instant messaging. WCIA indicated that the language “Internet use . . . should only be used for official business purposes” would include those prohibited acts.

At the last meeting, Councilmember Bren questioned the need of data encryption of financial and payroll data files. Staff consulted with the City’s account manager with Cascade Computer Maintenance who indicated that the City’s data files were currently encrypted by the application software and additional encryption efforts, given the system configuration, would not be cost effective to the City. Since there was not remote access to the network data, it was unlikely outside efforts would be successful in accessing the City’s server and data files.

Council discussed and revised the following section:

Chapter 26 – Amendments

- Employee Recommendations

This section was revised to clarify that the City Administrator, following consultation and approval by the Mayor, may forward the suggestion, along with a recommendation, to the City Council for final disposition.

Council requested that staff implement a merit award program for City employees.

3. **ADJOURNMENT**

The study session adjourned at 6:54 p.m.

Mayor Norm Childress

Anita Palacios, City Clerk