

**AGENDA  
FINANCE & PERSONNEL COMMITTEE  
CITY HALL COUNCIL CHAMBERS  
MONDAY, SEPTEMBER 11<sup>th</sup>, 2023  
3:30 PM**

Go to: [www.zoom.com](http://www.zoom.com)  
Meeting ID: 978 6396 1227  
Call-in only: 312 626-6799, enter meeting number

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF THE AGENDA**
- 4. APPROVAL OF MINUTES OF AUGUST 14<sup>th</sup>, 2023 MEETING**
- 5. APPROVAL OF MINUTES OF AUGUST 24<sup>th</sup>, 2023 MEETING**
- 6. DISCUSSION REGARDING CREDIT CARD STATEMENT (AUGUST, 2023)**
- 7. DISCUSSION REGARDING BANK STATEMENTS (AUGUST, 2023)**
- 8. PUBLIC PARTICIPATION**
- 9. DISCUSSION AND POSSIBLE MOTION AMENDING EMPLOYEE HANDBOOK SECTION 10.1 DESIGNATED HOLIDAYS**

City Manager Summary: City Employees are given 9 full holidays and 2 half days as a holiday benefit. The City doesn't currently recognize Presidents Day, Martin Luther King Day, or Juneteenth as many financial institutions or school institutions do. That is not the subject of this proposal.

The topic of discussion and recommended support is to modify Section 10.1 to allow our City Employees to be granted full holidays on Christmas Eve and New Years Eve as opposed to half days. The current schedule of holidays is listed below:

- A. New Years' Day
- B. Good Friday
- C. Memorial Day
- D. Independence Day
- E. Labor Day
- F. Veteran's Day
- G. Thanksgiving Day
- H. Friday after Thanksgiving
- I. ½ day Christmas Eve
- J. Christmas Day
- K. ½ day New Years' Eve

City Hall routinely closes during Christmas Eve and New Years Eve due to employees dipping into their own paid time off allotments and using them on the half days which this proposal addresses. When the City has closed during Christmas Eve and New Years Eve, the City has properly posted the closure in advance and has not received complaints from the public. Overall, City Staff feels this would be a small benefit and will not negatively impact the City's operations or service mission.

Committee support is recommended.

## **10. DISCUSSION AND POSSIBLE MOTION AUTHORIZING CITY STAFF TO AUTHORIZE CHANGE ORDER RECOMMENDATIONS ON THE WASTEWATER TREATMENT PLANT PROJECT UP TO \$10,000**

City Manager Summary: This recommendation is before the Committee because the City's current purchasing policy states any Council authorized contract needs to be reconsidered and approved by Council if discussing an amendment or change order. The intention is to authorize work before it actually occurs. This is common practice. During WHKS' first management meeting on the Wastewater Treatment Plant (WWTP) Project, WHKS requested consideration for authorization of minor changes as needed so the job is not impeded with slow downs due to frequency of City Council meetings.

Staff routinely discussed Council considerations for the Platt Street Reconstruction project since early 2022 as a means to inform and authorize action at the Council level. It's a needed practice. This is a question of policy for Staff and WHKS' direction for the future of the WWTP Project which final completion is expected by June 2025. After some discussion with WHKS, Staff's recommendation is to allow the City Manager authorization, by Resolution only, to approve changes as needed up to \$10,000 but items which produce a total change value of \$10,000 or greater need authorized at the Council level. At the Council level, this may be satisfied by a simple motion if WHKS is not prepared to offer an official Change Order. If supported, this plan seemed to be a reasonable compromise for the parties involved. If the Committee supports this proposal, a slight modification would be needed in the City's Purchasing Policy which is noted in the highlighted section below:

### **CHANGE ORDERS TO PRIOR COUNCIL ACTION**

All change orders requesting an increased value to a contract previously approved by City Council must be re-considered by City Council. **By Resolution only, the City Council may authorize the City Manager Change Order approval discretion up to City Manager Spending Authority (\$10,000). This is valid only during the duration of the subject project in the Resolution.** The Department Head, City Manager, and Finance Clerk shall be responsible for monitoring contract execution.

To better justify this proposal and provide some level of assurance, WHKS offered the following information on a similar project in Waverly, IA. The Waverly WWTP project is 2.5 years into construction and has experienced only 5 Change Orders. In this example, the Council authorization level is \$20,000. Overall, the project is within a 2-3% contingency range of the original project budget.

Committee support is recommended.

**11. OTHER BUSINESS**

**12. ADJOURN**