

## ACTION FORM

<b>PROCEEDING Council Meeting 02/22/19</b>	
<b>DEPARTMENT OF ORIGIN Town Hall</b>	<b>DATE SUBMITTED: 02/22/2019</b>
<b>PREPARED BY:</b> Teresa Tieman	
<b>SUBJECT:</b> Changes to Employee Personnel Manual	
<b>REFERENCE:</b>	
<b>RELATED PROJECT:</b>	
<b>REVIEWED BY:</b> Mary Schrider-Fox, Town Solicitor and Ashley Stern (PKS Company), Town Auditors	
<b>EXHIBITS:</b>	
<b>EXPENDITURE REQUIRED:</b> None	<b>AMOUNT BUDGETED:</b>
<b>FUNDING SOURCE (Dept./Page in CIP &amp; Budget):</b>	
<b>TIMETABLE:</b> Effective upon approval	
<b>RECOMMENDED ACTION:</b> Approve the changes to the Personnel Manual so they reflect recent current practice and recent changes.	

### BACKGROUND AND ANALYSIS

During the 2018 Audit, PKS and Company, the Town Auditors, recommended the Personnel Manual be updated to reflect our current practices and recent changes. The following changes to the Personnel Manual are requested:

- Section 3-4 Pension Plan – Revised by Council on February 23, 2018;
- Section 3-9 Short-Term and Long-Term Disability Insurance – This is a new section. It incorporates the benefit into the handbook.
- Section 5-9 Vacation – Revised by Council on March 23, 2018;
- Section 5-12 Service Awards – Practice has been to issue employees checks not U.S. Savings Bonds with no know date of change.
- Section 7 Travel Policy – This is a new section of the handbook. It incorporates the travel policy into the handbook and ties per diem rates to the U.S. GSA (General Service Administration) rates. The last know policy is dated 10/22/2007 and is out of date.;

Please find the existing polices (where available) and the proposed policies attached.

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<b>DEPARTMENT OF ORIGIN Town Hall</b>	<b>DATE SUBMITTED: 02/22/19</b>
<b>PREPARED BY:</b> Terry Tieman	
<b>SUBJECT:</b> Cleaning and Replacement of HVAC Ductwork in Town Hall	
<b>REFERENCE:</b>	
<b>RELATED PROJECT:</b>	
<b>REVIEWED BY:</b>	
<b>EXHIBITS:</b>	
<b>EXPENDITURE REQUIRED:</b> \$10,000	<b>AMOUNT BUDGETED:</b> \$0
<b>FUNDING SOURCE (Dept./Page in CIP &amp; Budget):</b> Realty Transfer Tax	
<b>TIMETABLE:</b> March 2019	
<b>RECOMMENDED ACTION:</b> Allow staff to arrange for the cleaning and replacement of duct work in Town Hall.	

### BACKGROUND AND ANALYSIS

Town Hall has been experiencing an intermittent odor. A plumber was called to examine the plumbing. The plumber could not determine a cause for the odor and suggested we check our duct work. Service Pro came to inspect the duct work and found that the duct work on the Council Chamber side of the building needs to be cleaned. Service Pro found the duct work on the staff side of the building needed to be replaced.

Staff contacted three vendors for the replacement. We would like North Star to replace the duct work at a cost of \$8,300. The vent cleaning will be conducted by Service Pro for \$950. We are requesting \$10,000 maximum; \$9,200 for service and \$800 contingency.