

## Richard S. Rosenthal

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**From:** Brian N. Sjothun  
**Sent:** Monday, November 03, 2014 1:05 PM  
**To:** Jennifer A. Sparacino; Richard S. Rosenthal; Greg S. McKown  
**Subject:** FW: Dept Head Notes 11/3/14  
**Attachments:** accountability.pdf

Below are the items discussed at the DH meeting this morning.

There is an item missing and that is the new P-Card software that will be “rolling-out” soon.

Also, attached is information presented by Mike Snyder regarding item #1 below. This should help in providing clarification in regards to the Performance Management System.

Thanks,  
Brian

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**From:** Glenda P. Wilson  
**Sent:** Monday, November 03, 2014 12:26 PM  
**To:** Eric P. Swanson; All Department Heads  
**Cc:** Mayor and Council; Lynette M. ONeal  
**Subject:** Dept Head Notes 11/3/14

1. Performance Management Accountability Matrix: Mike presented information (attached) that outlined the accountability structure for the ongoing quarterly meetings with employees and the reporting back to upper management on those meetings. He noted that Dept. Heads would need to report to Eric each quarter on their actions/activities with their direct reports. He stated that if there were no issues to be addressed, the meetings should still occur and that the discussion that all is going well should be documented. He noted the “information sheet” should be used to document the meetings.

Mike reported that HR is still working with consultant to get new job descriptions finalized for input into the Neo-Gov electronic system.

2. Security Issues in Development Services Department: Chris, Sam and Jim reported on incident with customer at counter last week. They will be meeting to address the issue and set guidelines for how customers are handled in that area. Also discussed was the need for a “panic” button at the front counter as well as locking doors to the back office areas. These will be addressed as well.
3. Building Demolition: Discussion of setting up meeting with pertinent dept. heads to discuss and formulate a recommendation to address foreclosed/abandoned buildings that are boarded up or causing issues for code enforcement.
4. Skinner Auto Tents: Jim reported that Planning has sent notice to Skinner Auto that the tents have to be taken down. Information will be forwarded to Council in case they get a call.

5. URB Requests: Jim reported that Planning is working up an information sheet to assist Councilmembers when approached by property owners who request to be added to the UGB plan.
6. Operation Care: Tim reminded everyone the next Operation Care will be 11/19 in the Union Park area.
7. Veteran's Day Parade: Will be October 11 at 11:00.
8. Bill Meyer Show: The next radio spot is Monday, 11/10 at 7:00 a.m. Need attendee(s) and topic(s).
9. Assessment Center Information Meeting: Mike spoke to email invite for 11/11 at 2:30. This information meeting is for those folks interested in looking at competencies in the context of assessment centers.
10. Communication/City Council: Eric noted that in January/February there will be a study session with Council on communication. This will be an opportunity for staff to review with Council the expectations on what information Council wants to see in the agenda item commentaries as well as other methods of communicating with them.
11. Study Session Topics: Glenda requested any potential topics for future study sessions be forwarded to her for scheduling.
12. Strategic Plan Update: Glenda noted that the online survey results will be sent out to dept. heads and Council today. These will need to be reviewed and incorporated into the revised document where applicable and appropriate. She is still waiting to receive feedback from boards and commissions and this should be submitted as quickly as possible.
13. Boards & Commission Interviews: Glenda noted that the interviews by Board Chair/Vice Chair and Council liaison need to be completed by Dec. 12<sup>th</sup>. Notice will be sent out to B&C staff liaisons this week.
14. New City Council Orientation Meetings: Meetings will be set up over the next couple months to meet with the newly elected Councilmembers.
15. Communication Specialist RFP: The RFP has been issued, responses due back 11/18. Communication Committee will review and interview top three responders with goal of having contract in place by January 1, 2015.
16. Library Board District: Eric noted he would be meeting with Maureen Swift today to discuss opportunities to work with the District.
17. Eric Swanson out Friday