

**WILLIAMSBURG CITY COUNCIL  
WORK SESSION  
FEBRUARY 8, 2010**

The Williamsburg City Council held a work session on Monday, February 8, 2010, at 4:00 p.m. in the City Council Chambers of the Stryker Building, 412 N. Boundary Street, Williamsburg, Virginia.

**CALL TO ORDER**

Mayor Jeanne Zeidler called the meeting to order.

**ATTENDANCE**

Present in addition to Ms. Zeidler were Vice-Mayor Clyde Haulman, Council members Ms. Judith Knudson and Messrs. Paul Freiling and Robert Braxton. Also present were City Manager Jack Tuttle, City Attorney Joseph Phillips and Council Clerk Donna Scott.

Staff Attending: Deputy City Attorney Christina Shelton, Economic Development Director Michele DeWitt, Communications Specialist Kate Hoving, Human Services Director Peter Walentisch, Planning Director Reed Nester, Parks & Recreation Director Lori Rierson, Finance Director Phil Serra and Deputy Police Chief Dave Sloggie.

**ITEMS FOR CITY COUNCIL MEETING OF FEBRUARY 11, 2010**

**Public Comment**

Mayor Zeidler invited public comment on items on the agenda for Thursday's Council meeting. There were no comments.

**Council Preview**

Mayor Zeidler confirmed that Council members have all the information they need regarding items on the agenda for the regular Council meeting on Thursday.

**BACKGROUND PRESENTATIONS/DISCUSSIONS**

**New Employee Performance Evaluation Process**

Deputy Police Chief Dave Sloggie presented the new Employee Evaluation Process noting the theme of the evaluation is "Continual Improvement" and that success depends upon each employee ensuring that the evaluation process is taken seriously and that improvement results. The City Manager established the committee in May 2009 to review and improve the City's annual performance evaluation process. Members of the committee in addition to Deputy Police Chief Sloggie were Jackie Herrmann, Human Resources; John Mattson, City Assessor; Eric Stone, Technical Assistant to the Fire Chief; and Will Fidler, Landscape Department Supervisor.

Mr. Sloggie reviewed the evaluation system beginning with a history of the City's previous employee performance evaluation formats. He noted some of the "likes" and "dislikes" in the present evaluation system that were raised in a recent employee survey. Inconsistency in rating among departments was one of the areas found lacking as well as employee association of performance evaluation with whether or not their receive a pay raise, rather than an informational tool to guide improvement.

The committee recommended several items for improvement of the evaluation process:

- Self-appraisal
- Goals, Objectives & Attainment
- Employee feedback opportunity
- Department Heads review of feedback
- Ensure time-tables are followed
- Consistent evaluation form
- Continuation of a narrative format
- Ensure the spell-check function works on the form
- Continuous/periodic training must occur, especially for new employees & supervisors

The new evaluation system is designed to improve performance by:

- Evaluating employees objectively based on job-related and behaviorally-anchored criteria
- Counseling employees on work standards and expected levels of job performance
- Recognizing and encouraging outstanding job performance
- Identifying and correcting work deficiencies
- Supporting personnel actions: promotions, demotions, transfers, reemployment and disciplinary actions
- Ensure employees assess themselves through self-appraisal
- Ensure supervisors and employees set goals and discuss approaches to accomplishing those goals

Twelve performance dimensions will be used to rate the employee:

- Adherence to policy
- Dependability
- Appearance
- Behavior and ethics
- Productivity
- Knowledge of job
- Initiative and creativity
- Teamwork
- Leadership
- Public service
- Goals and objectives
- Potential

Mr. Sloggie noted that follow up to the annual evaluation is continual to ensure that the employee is meeting the goals and objectives, progress is being made on identified needed improvements and assistance is available if needed.

Mayor Zeidler said she applauds City Manager Tuttle for initiating the review of the evaluation process and the committee for their very thorough work. She noted that one aspect of the process she is most impressed with is that of self-evaluation and feedback used in a helpful way.

Mr. Haulman thanked committee members for the review of a process that is invisible to those outside, but critical to the success of performance evaluation. He said what strikes him as being one of the most important parts of the process is communication between supervisor and employee and the new evaluation forms reflect this importance. Mr. Haulman noted the new process is a terrific start and as the procedure moves forward, review of its fairness and efficiency will be evaluated.

Mr. Braxton thanked the committee for their work noting that he has been involved in a lot of evaluations and this is one of the fairest he's seen. In response to Mr. Braxton's question, Mr. Tuttle said the process will apply to all employees except the City Manager and Department Heads who have a more extensive goal-setting/attainment review.

### **Parks and Recreation FY 11 Budget Considerations**

Parks and Recreation Director Lori Rierson reported on budget issues for Quarterpath Park Pool and Waller Mill Park and presented several alternatives for closing the gap between Revenue and Expenditures for each location.

The Quarterpath Park Pool was built in 1969 and the estimate for remedying current maintenance issues is \$60,000 to \$130,000. Revenue from daily pool attendance fees in 2009 was \$6,514, and expenditure for a pool management contract was \$62,990. Although many are repeat swimmers, paid attendance in 2009 was 2,960 and swimming classes had enrollment of 70 students.

Alternatives for closing the operating gap include raising fees which would bring in an estimated additional \$1,000 to \$2,000 and closing the pool which would save \$45,000 to \$50,000. Ms. Rierson noted that if the pool was closed, covering, filtering and treating expenses would still be required until future decisions could be made.

Waller Mill Park which provides the community with 2,705 acres of recreational land space and a 286 acre reservoir opened in 1972 and offers hiking, biking, picnic shelters, a dog park, fishing, kayaks, canoes and pedal boats. Retail sales include fishing tackle, drinks, ice cream, etc. Approximately 250,000 visitors per year enjoy the Park with the majority of visitors being residents of jurisdictions other than the City of Williamsburg. There are four shelters at the Park with about 210 rentals annually; 15,604 people rented boats; and 7,870 were members of the Dog Park.

Waller Mill Park Revenue was \$91,587 in 2009 while Expenditures totaled \$275,419. The operating gap has increased from \$135,978 in 2006 to \$183,832 in 2009. Alternatives for closing the gap include raising user fees which would generate an additional \$5,000 to \$15,000; provide more varieties of retail items which could bring in an additional \$2,000 to \$6,000; initiate an entrance fee of \$2 to \$3 -- \$100,000 range; implement a seasonal entrance fee which could bring in approximately \$50,000; seasonal closing for a savings of \$8,000 to \$12,000; or closing the Park for a savings of \$150,000 to \$180,000. Ms. Rierson said that no one wants to see the Park closed, but in these tough economic times difficult decisions have to be made.

Mayor Zeidler thanked Ms. Rierson for the presentation noting the many good programs offered at both locations. In response to the question of what options would be available to those who use the Quarterpath Pool for both recreation and swimming lessons, Ms. Rierson said the Williamsburg/James City County Recreation Center, YMCA and neighborhood pools are options if Quarterpath was to be closed.

## **CITY COUNCIL COMMUNICATIONS**

### **Thanks to Public Works & Utilities Crews**

Ms. Knudson thanked the City's Public Works & Utilities crews for the wonderful job they did during the two recent snow storms. She said they have done an extraordinary job; the plows have been out on the weekend, the streets have been navigable and she hasn't seen much slipping and sliding in the City. Mayor Zeidler agreed adding that she has received numerous comments from citizens who really appreciate the efficiency of the Public Works crews. Other Council members also agreed and asked that their gratitude be conveyed to the street crews.

### **SCHEDULE OF MEETINGS: FEBRUARY 2010**

Mayor Zeidler noted the City Calendar for the month of February which Council members received in their meeting packets. Mr. Tuttle noted there will be a School Liaison meeting on February 16 as well as a joint meeting with City Council and representatives from the Williamsburg/James City County Schools on March 16. Council members also pointed out the Seasonal Farmers' Market on Saturday, February 13 and the Public Meeting regarding the possibility of establishing an Arts District which will be held at the Community Building at 7:00 p.m. on March 2.

### **OPEN FORUM**

Mayor Zeidler opened the Open Forum portion of the meeting inviting comments on any topic.

There being no comment the Open Forum was closed.

### **CLOSED SESSION**

Mr. Haulman moved that City Council go into Closed Session pursuant to Section 2.2-3711 of the Code of Virginia for the purpose of discussing two personnel matters per subparagraph 1, concerning appointments. The motion was seconded by Mr. Freiling and carried by roll call vote of 5-0.

Recorded Vote on the Motion:

Aye: Braxton, Haulman, Zeidler, Knudson, Freiling

No: None

At 4:45 p.m. the open meeting was adjourned and the Mayor called for a five-minute recess.

### **OPEN SESSION**

At 5:23 p.m. Council again met in Open Session for certification of the closed meeting.

**CERTIFICATION OF CLOSED MEETING**

Date: February 8, 2010

Mr. Haulman moved to approve the certification of a closed session pursuant to Section 2.2-3712 of the Code of Virginia. The motion carried by roll call vote of 5-0.

WHEREAS, the City Council of the City of Williamsburg has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Committee that such meeting was conducted in conformity with Virginia Law.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Williamsburg hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the City of Williamsburg.

Recorded Vote on the Motion:

Aye: Braxton, Haulman, Zeidler, Knudson, Freiling

No: None

Absent During Vote: None

Absent During Meeting: None

The City Council meeting of February 8, 2010 was adjourned by unanimous roll call vote at 5:35 p.m.

Approved: March 11, 2010

Jeanne Zeidler  
Mayor

Donna F. Scott  
City Council Clerk