**MINUTES OF THE**

**BUDGET & PERSONNEL COMMITTEE WORKSHOP**

**SEPTEMBER 15, 2015**

**Members Present: Others Present:**

John Tarr, Chairman Ellen Richardson, Vice Mayor

Gene Wayne Taylor, Councilman Randy Mills, Police Chief

Ben Ellis, CouncilmanRobert Ritter, Town Manager

**Call to Order/Roll Call**

Chairman Tarr called the meeting to order at 5:00 p.m.

**Open Forum/Public Participation**

There was no public participation

**Agenda Adoption**

Councilman Taylor motioned, seconded by Councilman Ellis to adopt the agenda.

**1. Review New Evaluation Form for Police Chief and Town Manager**

Councilman Ellis first discussed in detail the form for the Town Manager. He asked for any questions or revision from the Committee. He asked for full and serious participation from Council members concerning the evaluation.

 Chief Mills stated that all the other parts of the form have a rating from 1 to 5 but the Staff form only had 1 through 3. The Committee agreed to change the rating to 1 through five.

 The Police Chiefs evaluation form is almost the same as the Town Managers.

 Mayor Tarr asked about number 4 in the Police Chiefs evaluation concerning mental and physical stamina appropriate for the position. The Committee agreed to strike this from the evaluation form.

 In reference to the Town Staff form, it was agreed to change the key to match the rest of the evaluation form in numbering and in wording.

**2.** **Discuss Employee Evaluation Software**

**3. Review Organizational Chart**

**4. Committee Member Comments**

**5. Adjourn**

Councilman Taylormotioned seconded by Councilman Ellis to adjourn the meeting.