



Harrisburg PERSONNEL COMMITTEE



Chairperson Kimberly Downey, Mike Caughey & Robert Boese

Meeting Agenda

Date: Tuesday, February 5, 2019
Time: 6:30PM
Place: Harrisburg Senior Center, located at 354 Smith St.
Exhibits:
a. Minutes of February 6, 2018
2.a. City Administrator Evaluation Form
2.b. Priority page from Strategic Plan of 2018-19
2.c. City Administrator Employment Agreement
2.d. Amended City Administrator Job Description

Items

1. Roll call and approve the minutes for February 6, 2018.
- 2.a. **SUBJECT:** City Administrator Evaluation, Review of the CA Contract, and Job Description amendment.
- 2.b. **ACTION: Open and Review Evaluations for the City Administrator, Review the City Administrator Employment Agreement, and amended Job Description.**
 1. Motion to give the City Administrator a rating of _____ out of _____ and to forward the results of the annual evaluation to the City Council meeting scheduled for February 12, 2019.
 2. If applicable; Motion to recommend to the City Council that a bonus of \$_____ be given to the City Administrator for his performance in 2018/2019.
 3. Motion to recommend to the City Council that they approve the amendments to the City Administrator Job Description.
 4. If amendments have been made to the employment contract during the meeting; motion to recommend to the City Council that they approve the suggested amendments to the City Administrator's employment contract.

3. Other/adjourn.

a. Mayor Robert Duncan
Brian Latta, City Administrator
Chuck Scholz, PW Director
Tri-County Review

Michele Eldridge, City Recorder/Asst. City Administrator
Tim Gaines, Finance Officer
Albany Democrat-Herald