PERSONNEL COMMITTEE

4:00 p.m., Monday, March 12, 2018 City Hall Conference Room

AGENDA

1.	Call to order	and	acknowle	edgement	that the	press	and	public	were	duly	notified	of	the
meetin	g in accordan	ce wi	th the Fr	eedom of	Informati	on Act							

- 2. Election of Chair and Vice Chair
- 3. Approval of Previous Meeting's Minutes
 Regular Meeting of February 10, 2018
- 4. Citizens' Comments
- 5. Old Business
 - A. Review of updates to the Personnel Handbook and next steps
 - B. Continued discussion of City Administrator's Personal Goal for 2018
 - C. Consideration of changes to the City's Education Reimbursement Policy
 - D. Continued discussion of the Continuity Plan presented in 2017. Consider changes such as: adding start date and retirement eligibility date for each department head, financial implication of loss of continuity and training in place for each department head for emergency coverage
- 6. New Business
 - A. Review City Code, Chapter 3, sections 1-3-31 through 1-3-36 Develop timeline for revisions to City Code as it pertains to:
 - 1. All standing committees name, responsibilities and meetings
 - 2. The nomination and voting process for standing committees
 - B. Develop timeline to review options related to Public Works staffing
 - 1. Discuss and determine timeline to review job descriptions
 - 2. Identify redundancy of staffing
 - 3. Identify alternatives to increasing the number of regular employees
 - C. Consideration of changing the frequency of performance reviews
 - D. Discussion of the City's current Human Resources processes, protocols and tools

Next Meeting Date:			, April	, 2018
•	Time	Dav	•	Date

8. Executive Session – if needed

Miscellaneous Business

9. Adjourn

7.