



Personnel Committee Meeting Agenda
August 08, 2019
6:00 PM

Chairperson: Kimberly Downey
Personnel Committee Members: Mike Caughey & Robert Boese
Meeting Location: Harrisburg Municipal Center - 354 Smith St.

PUBLIC NOTICES:

1. *This meeting is open to the public and will be tape-recorded.*
2. *Copies of the Staff Reports or other written documents relating to each item on the agenda are on file in the office of the City Recorder and are available for public inspection.*
3. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices and sign language assistance are requested to contact City Hall at 541-995-6655, at least 48 hours prior to the meeting date. If a meeting is held with less than 48 hours' notice, reasonable effort shall be made to have an interpreter present. The requirement for an interpreter does not apply to an emergency meeting. ORS 192.630(5)*
4. *Persons contacting the City for information requiring accessibility for deaf, hard of hearing, or speech-impaired persons, can use TTY 711; call 1-800-735-1232, or for Spanish voice TTY, call 1-800-735-3896.*
5. *The City of Harrisburg does not discriminate against individuals with disabilities, and is an equal opportunity provider.*
6. *For information regarding items of discussion on this agenda, please contact City Recorder/Assistant City Administrator Michele Eldridge, at 541-995-6655*

CALL TO ORDER AND ROLL CALL

CONCERNED CITIZEN(S) IN THE AUDIENCE. (Please limit presentation to two minutes per issue.)

APPROVAL OF MINUTES

1. Motion to Approve the Minutes of February 5, 2019

2. THE MATTER OF RECRUITING A NEW CITY ADMINISTRATOR

STAFF REPORT:

Exhibit A: OCWCOG Recruitment Proposal

Exhibit B: City Administrator Recruitment Timeline

Exhibit C: City Administrator 2019 Contract

Exhibit D: City Administrator Job Description

Exhibit E: Harrisburg Wage Scale FY 2019-2020

Exhibit F: City Administrator 2017 Salary Survey Results

ACTION: MOTION TO:

Recommend to the City Council that it either hire an interim City Administrator or appoint Michele Eldridge to act in capacity of the City Administrator.

Recommend to the City Council that it Authorize Staff to contract with OCWCOG for City Administrator Recruitment Services, based on modification of the components and activities on the recruitment list, in an amount not to exceed \$5,000.

Recommend to the City Council that they accept the current or amended timeline at the regular business meeting.

Recommend to the City Council that they approve the total City Administrator recruitment budget to not exceed \$10,000.

ADJOURN