



Personnel Committee Meeting Minutes
February 23, 2022
6:30 PM

Chairperson: Kimberly Downey, Present
Committee Members: Mike Caughey and Rob Boese, Present
Staff Present: City Administrator, Michele Eldridge and City Recorder, Lori Ross
Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

CALL TO ORDER AND ROLL CALL at the hour of 6:33pm by Chairperson Kim Downey

CONCERNED CITIZEN(S) IN THE AUDIENCE. None present.

APPROVAL OF MINUTES

- Caughey motioned to approve the minutes for May 4, 2021 and was seconded by Boese. The Personnel Committee then voted unanimously to approve the minutes for May 4, 2021

THE MATTER OF THE ANNUAL EVALUATION OF THE HARRISBURG CITY ADMINISTRATOR STAFF REPORT: Downey referred to the memorandum provide by Eldridge (**ADDENDUM 1**), listing her accomplishments in her first year as the City Administrator. Downey then opened and read aloud the performance evaluations for the City Administrator which included a total of 11 from City Staff, Council and Commissioners.

- Boese commented that he didn't like the 1-4 scale on the evaluation form as there was no option between satisfactory and outstanding and liked the 1-5 scale better. Downey replied that we can adjust the scale for next year.
- Downey commented that she would like to see Eldridge be more vocal when dealing with difficult decisions and to see her step in more at City Council meetings. Downey stated that overall, she was pleased, and Eldridge was doing a better job than expected.
- Eldridge commented how much she appreciated everyone giving her the chance to become the City Administrator and she was very pleased to have received this type of evaluation.
- Caughey stated that 3.48 was her composite score and commented that he is more than satisfied with the job Eldridge has been doing and his only concern was the amount of hours she was working.

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- Downey and Boese agreed with Caughey about the amount of hours she was working and suggested she delegate when possible.
- Boese commented that Eldridge has met his expectations this year and he is excited to see her get better.
- Downey, Caughey and Boese agreed on a \$3,000 bonus recommendation for Eldridge.
- Downey asked if there were any changes to the City Administrator Job Description and Eldridge replied only updated job titles for staff.
 - Downey **motioned to recommend to City Council a \$3,000 bonus for the City Administrator if the budget allows and was seconded by Caughey. The Personnel Committee then voted unanimously to recommend to the City Council a \$3,000 bonus for the City Administrator if the budget allows.**
- Boese **motioned to give the City Administrator a rating of 3.48 out of 4 and to forward the results of the annual evaluation to the City Council meeting scheduled for March 8, 2022 and was seconded by Caughey. The Personnel Committee then voted unanimously to give the City Administrator a rating of 3.48 out of 4 and to forward the results of the annual evaluation to the City Council meeting scheduled for March 8, 2022.**
- Boese **motioned to recommend to the City Council that they approve the amendments to the City Administrator Job Description and was seconded by Caughey. The Personnel Committee then voted unanimously to recommend to the City Council that they approve the amendments to the City Administrator Job Description.**

THE MATTER OF CONSIDERING A COST-OF-LIVING SCALE FOR CITY EMPLOYEES OUTSIDE OF YEARS WHEN THERE IS NO WAGE ANALYSIS

STAFF REPORT: Eldridge reviewed the Consumer Price Index for 2022 and stated that based on the 12-month average CPI-W, we could start at 4.5% COLI and see if the budget would be able to support it.

- Downey stated that it should at least be an increase in the range of 3% to 4.5%.
- Caughey stated the last wage analysis showed our salaries were too low and we could fall behind again if we don't keep up with the COLI. Boese agreed.
- Caughey asked where we are with hiring new personnel and Eldridge responded that we are not looking right now. The City has budgeted for a part-time office person and public works won't hire again until after this summer.
- The Personnel Committee would recommend a COLI between 3% and 4.5% and Eldridge stated she would have Nelson propose a budget with both percentages. Eldridge commented that she hopes to have the new insurance rates by tomorrow.

ADJOURN at the hour of 8:07pm

Chairperson

City Recorder

**MEMORANDUM****FROM THE OFFICE OF THE CITY ADMINISTRATOR**

TO: PERSONNEL COMMITTEE
FROM: MICHELE ELDRIDGE, CITY ADMINISTRATOR – HARRISBURG
SUBJECT: PERFORMANCE REVIEW
DATE: FEBRUARY 21, 2022

Thank you for taking the time to evaluate my work performance over the last 12 months. I appreciate the feedback and will continue to strive to continually improve my performance, and to be pro-active with the decisions that I make on behalf of the City of Harrisburg.

Amongst many other tasks, the City Administrator is responsible for carrying out the Strategic Plan Priorities that are defined by the City Council on an annual basis. In this last year, I have dealt with many different kinds of challenges; including dealing with the ongoing pandemic and coronavirus, regulatory requirements, staff shortages due to quarantines, and how the pandemic has affected the City as well as our citizens and businesses.

Advocate for City Businesses and for Home Rule: Within two months of becoming the City Administrator, the City Council tasked me with working with three of our councilors on the letter the City sent to Governor Brown which ultimately reminded her that Cities should be allowed Home Rule. It stated support and advocacy for our businesses. The letter from Harrisburg was grass roots advocacy at its best, as we shared it with citizens as well as businesses, and asked them to send in a letter as well. While there weren't as many businesses needing assistance this year, the 2nd ARPA (American Rescue Plan Act) emergency funds set up for businesses in 2021 had 3 applicants. Unfortunately, the ARPA wasn't enough for one applicant to keep her business afloat, but ironically, the business she went to work for was the other recipient of grant funds. The business closed was immediately sold to a new owner and re-opened the following week.

Grant Funding Achieved:

OPRD Grant: \$65,000 (\$40,000 and \$25,000 City Match) Rewriting the Parks Master Plan, Inventory and Classify current parks, obtain public feedback on the use of the parks, and a better plan on how to develop the 132-acre park, and Tadpole Park. In addition to the Parks Master Plan, this grant will allow the City to rework our Parks Capital Improvement Plan, and Parks SDC's. This fulfills Objective No. 4 and No. 13 on the Strategic Plan. (I wrote 2/3rds of the OPRD Grant, with John overseeing the project.)

TGM Grant: \$185,000 (\$162,8000 and \$22,200 City Match) Rewriting the Transportation System Plan, which is 22 years old. (The Addendum was only 18 years old.) This work will allow the City to continue to meet Objective No. 5, 6 and No. 7 on the Strategic Plan, allowing the City to rework the Street Capital Improvement Plan, as well as Street SDC's.

Total Grants achieved in my first year as City Administrator: \$255,000 (Includes CWEDD Grant)

Pending Grant: SRTS (Safe Routes to School) \$866,200 grant. Part one is due by March 18, and application is due in May/June 2022

Other Projects, including Business & Development:

CWEDD Grant: \$5,000. This grant was used to help fund the Taste of Tri-County and Business Expo event which will be held in May 2022. The City is acting as a fiduciary for this grant.

- Main Street Revitalization Grant: Successfully closed out to state specifications, \$200,000 plus \$50,000 HRA grant for the I.O.O.F. Building.
- \$50,000 HRA Grant for Heidi Kropf at Grocery Deals - New parking lot and \$150,000 private investment
- HRA Grant issued to I.O.O.F. Building for additional windows/door work.
- Working with the MVP as the City of Harrisburg representative. Now working in-depth on re-branding the ten cities as REAL (Rural Economic Alliance), along with other cities, and obtaining a new website. (Objective No. 15a)
- Established (with Council's blessings) the Ad-hoc Law Enforcement committee. The City has talked about the possibilities of running our own police department for twenty or more years, but none of the prior City Administrators have actually done an in-depth review and analysis of the costs involved. I ran a full budget analysis and projection for a city police department. (This work is now being reviewed and used by other cities, unbeknownst to me!) I continue to work with current law enforcement agencies on strategies to reduce crime, as well as communicating more with citizens on law enforcement matters.
- Worked with 3 different Developers/Engineer groups on 3 different subdivisions and subsequent development agreements over this last year. Butterfly Garden Subdivision almost finalized.
- 11 Land Use Cases, including 2 historic reviews, 2 minor partitions, 2 site plans, 1 parking lot site plan, 2 variances, and 2 subdivisions. Worked with two consultants as needed.
- Gave the green light to the City Engineer & Public Works Director to complete the engineering needed for the S. 9th St. Extension, and worked with landowner to obtain a donation of 4,230 square feet of property that will enable S. 9th St. to be extended at the full width needed for completion to Sommerville Loop. This is the next street/property on the Capital Improvement Plan that is scheduled for completion. This extension will decrease congestion on Sommerville Loop due to 2 new subdivisions projected for completion. If Woodhill Crossing is completed, it will allow the extension of S. 9th St. from Diamond Hill Rd to Priceboro Rd. This significantly contributes towards Objectives No. 6, and 7 on the current (and past) Strategic Plan priorities.
- The 2nd St., Smith St. and Macy St. Improvement Project was completed. (Thank you Public Works Team!)
- Completed agreement & renewal with State OBCD/Accela State Permitting program. Data conversions and training of staff as we converted from Linn County to Junction City, including creating new databases, fees, and new applications. Several months of intensive work until Go Live with new system in August 2021. Establishing a work relationship with our new Building Official and closing out Linn County program. (Objective No. 14 & 20b)
- Completed Compensation/Wage analysis for 2021/2022 budget year. (Objective No. 23)
- Renegotiated AT&T Franchise Agreement and Qwest/Century Link/Lumen Franchise Agreement. In process of renewing Comcast and MCI/Verizon.

- BNRR Franchise Agreement/Meetings (Objective No. 8): Found city right-of-way ownership for all of 4th St. and established legal opinion/determination of such. One meeting completed, 2nd meeting pending.
- Zoning, Development & Land Partition Code Project (Objective 1.a.): Finalized review of all development code with our consultant. This included my own extensive rewrite of the overlay zones, including the new model code flood zone management ordinances, plus wetlands, historical resource and alterations, and Willamette Greenway ordinance rewrites. (Objective No. 17)

Water Project:

- Worked with Project Managers at Branch Engineering to complete Conditional Use Permit with Linn County for the north water plant, including Well No. 9, reservoir, and water filtration plant. (Objective No. 11)
- 6th Place & Diamond Hill Rd. Water Line Replacements completed. (Thank you, Public Works Director!)(Objective No. 11)

Sanitary Sewer:

- Sanitary Sewer Overflow Improvement Project: Partially completed project. (Thank you, Public Works Director!)(Objective No. 12)