



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



Harrisburg Personnel Committee
Minutes Summary for February 5, 2019

Time: 6:30PM

Place: Senior Center, located at 354 Smith St.

Committee members present: Kimberly Downey, and Rob Boese. Mike Caughey was absent. Also present were City Administrator Brian Latta, and City Recorder/Asst. City Administrator Michele Eldridge.

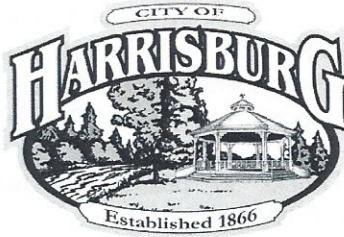
Called to order by Chairperson Downey at 6:30PM

1. **Boese *motioned to approve the minutes for Feb 6, 2018 and was seconded by Downey. Passed unanimously.***
- 2.a. **SUBJECT: Open and Review Evaluations for the City Administrator, Review the City Administrator Employment Agreement and amended Job Description.**
- 2.b. **DISCUSSION:**
 - Job Description: Caughey had sent a suggestion to the Job Description (Addendum No. 1) to include the Junction City co-sponsor language. While it's technically included under the language of authorization applications, after discussion, the committee decided to add the language to the Harrisburg Enterprise Zone Manager "provides assistance to Junction City as a co-sponsor when needed."
 - Employment Agreement: Eldridge had no suggested changes. However, Latta handed out his memo to the Personnel Committee (Addendum No. 2), and asked for the language from the ICMA (International City Managers Association) Code of Ethics to be added to the agreement. The Personnel Committee liked the addition.
 - Evaluation: The committee opened and reviewed the 8 evaluations that been received. The final score was a composite rating of 3.74 out of 4.
 - Salary: The Committee decided that based on the City Administrators performance over the last year that a bonus of \$5,000 would be recommended for award to the City Administrator. This would again, be issued as a bonus, as opposed to an adjustment of the base wage, due to avoiding an over inflation of the positions salary level. (In the future, the City may be contracting out planning duties, which typically run between \$15,000 and \$30,000.) The Personnel Committee did discuss some of the challenges to the budget that the City will be working with in the future.
- 2.c. **ACTION: Boese *motioned to give the City Administrator a rating of 3.74 out of 4, and to forward the results of the annual evaluation to the City Council meeting scheduled for February 12, 2019; to recommend to the City Council that they approve the one-time bonus to the City Administrator, for \$5,000; recommend to the City Council that they approve the City Administrator Job Description as***

amended, and to recommend to the City Council that they approve the suggested amendments to the City Administrator's employment contract. He was seconded by Downey, and the Personnel Committee voted unanimously to make the recommendations to the City Council at the meeting next week, based upon the motions made.

- 3 ***Others:*** The Personnel Committee will be discussing changes to the performance evaluation and process in the future, as well as anticipated changes to job descriptions. The meeting date and time will be decided in the future.

The Committee adjourned the meeting at 8:20p.m.



City Administrator Position Description

Reports to: City Council.

Job Summary: The incumbent is responsible for the effective and efficient delivery of municipal services. Work is performed under the policy guidance of the City Council who holds the incumbent accountable for achieving Council goals and directives. This position is salaried and exempt from overtime wages.

Supervisory Responsibility: The incumbent supervises ~~the~~ Department ~~Heads~~, Municipal Court Clerk/Utility Billing Supervisor and Librarian, and encourages a team environment.

Essential Duties/Functions and Responsibilities

1. Coordinates the activity, planning, and financial performance of all city departments.
2. Advises the City Council at all times of the affairs and needs of the city.
3. Assures compliance with the city Employee Manual and, as needed, recommends changes to the Personnel Committee.
4. Confers with department heads and others on varied operating and administrative problems.
5. Reviews departmental plans, programs, and procedures.
6. Suggests innovations and methods to improve the standard of services rendered.
7. Formulates and proposes ordinance changes and policy alternatives to the City Council.
8. Recommends citywide goals and objectives to the City Council annually in the 5-year strategic plan.
9. Attends and participates in ^{Space} public meetings, as required.
10. Prepares and reviews personnel evaluations.
11. Responsible for all hiring and disciplinary procedures.
12. Provides training opportunities for city staff and city officials.
13. Searches for and applies for appropriate grants and administers awarded grants.
14. Advises Council members in deliberations on policy and ordinance issues.
15. Responsible for enforcing code violations and verifying that City departments are following Council policy.

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16. Coordinates and supervises Harrisburg Municipal Court operations.
17. Encourages and develops economic opportunities with citizens and businesses.
18. Represents the city in hearings with other governmental entities.
19. Responds to concerns and complaints from citizens and businesses.
20. Working with department heads, maintains positive work environments for employees.
21. Counsels the Finance Officer in presenting budget proposals to the Budget Committee and the City Council.
22. Counsels with the Finance Officer in renewing franchise agreements.
23. Provides information to and answers questions of media representatives.

Non-essential Duties:

The City Administrator should expect to perform many tasks that may not be listed

Other Significant Duties:

City Planner: Makes recommendations to the Planning Commission and the City Council, where appropriate, on development related issues, zoning, and Comprehensive Plan matters. Provides staff support to the Planning Commission. Prepares staff reports for land use applications. Advises citizens on city ordinance requirements. Prepares and reviews improvement agreements between the city and developers. Advises the Planning Commission and the City Council on long range planning considerations and changes to land use ordinances. Performs field inspections of land use sites, as needed. Reviews site plans and land use applications for compliance with city ordinances. Updates the Comprehensive Plan and other planning studies and documents as needed. Provides staff support to the Planning Commission on matters relating to the Urban Growth Boundary and annexations.

Harrisburg Redevelopment Agency Director: Oversees appropriate commercial and industrial development. Prepares agendas and provides guidance to the Agency. Works with property owners and industrial properties within the Urban Renewal District, along with state and county officials, to provide the most meaningful economic development possible.

Harrisburg Enterprise Zone Manager: Advises the City Council on the goals and the use of the program. Provides review and approval of Authorization Applications. Works with authorized companies to ensure timely claim filing and assisting with other needs. Keeps current and prospective industries informed of the purposes of the program. Prepares reports associated with the program.

Junction City on areas in their boundaries.

Qualifications and Experience:

Minimum: Bachelor's degree in public or business administration or planning; five years progressively responsible administrative experience, preferably in municipal government; any equivalent combination of experience and education

*Works with
(Now a shared responsibility
with JC for their area)*

and training which demonstrates the ability to perform the above described duties. Knowledge of municipal government organization, powers, and functions; principles and practices of public administration; public financing and budgeting; personnel management, labor law; and land use planning. Abilities to appraise the quality of varied municipal services through inspection and review of work reports and effectively initiate improvements in management methods; interpret and apply laws, rules, and regulations; recognize and analyze situations, problems, and financial statements; direct, supervise, and evaluate the work of others; establish and maintain cooperative and harmonious working relationships with city officials, department heads, employees, business and government organizations, and the general public; and communicate effectively in both verbal and written forms.

Desirable: Master's degree in public or business administration or planning preferred. Local government experience.

Work Relationships: The incumbent will have frequent contact with elected and appointed officials, other City staff, attorneys, the Harrisburg School District, Harrisburg Fire/Rescue, city boards and committees, contractors, regulatory agencies, and citizens.

Physical Demands: The work is primarily sedentary, but periods of walking and standing are required when the incumbent is involved in inspecting projects and various situations in various places in the city and when meeting with citizens.

Mental and Physical Demands: Reading and comprehension skills are routinely required on an everyday basis. The incumbent may be required to operate a computer up to six hours a day.

Working Conditions: Work is generally performed in an office environment with a controlled climate, but the incumbent must interact with business and citizens in the outdoors where the typical climate conditions of western Oregon will prevail.

Attendance Requirements: Most ^{SPACE} work is done during weekdays. Some evening work is required, and occasional weekend work is necessary. ^{SPACE}

MEMORANDUM

To: Michele Eldridge and Personnel Committee

From: Brian Latta, City Administrator – Harrisburg

Date: February 5, 2019

Re: Performance Review and Employment Contract

Performance Review

Thank you for taking your time to evaluate my performance over the past 12 months. I appreciate the feedback and strive to continually improve for the betterment of myself and the City of Harrisburg. This past year the City Council established three priorities from the strategic plan, which I have personally taken on as goals for the year. The priorities included: providing safe and accessible streets and finding funding to improve our streets and sidewalks; water bond project; and, working with developers and the business community to encourage private investment in Harrisburg.

Streets & Funding

- Increased Street Maintenance Budget by \$100K
- Kesling Street Project is Out to Bid
- Downtown Street Project will be out to Bid early spring
- Applied for TGM Grant for TSP Update
- Applied for SRTS Grant for 9th Street Sidewalk
- Worked on BUILD Grant application

Water Project

- Working with City Engineer and Jacobs Engineering on Completing Water Master Plan
- Ensuring the bond rates are still within our limits

Business & Development

- Two HRA Grants Issued (Odd Fellows building; Voo Tavern)
- Twenty (20) Land Use Cases Processed in 2018
 - Notable Cases – RV Storage Facility, Magnuson Dental Office, Farmer's Helper Expansion, Grocery Deals Expansion, McCracken Trucking, Precision Prefinishing Expansion, and Knife River Office Building.
- Obtained ROI Grant; Hired Venture Catalyst as Part of 8-City Collaborative to Support Entrepreneurs
- Legislative Involvement to Improve Local and Statewide Wetland Barriers to Development
- Obtained Grant for Pacific NW Marathon Running Race and Relocated Race to Harrisburg

Employment Contract

Thank you for working with me each year to refine and make minor adjustment to my employment contract. I am happy with the adjustments proposed by Michele. I would like to include one addition. As you know, I am a member of ICMA, which is the professional association for City Managers and Administrators. As a member of this organization, I live and make daily decisions at work by a code of ethics. I would like to include the code of ethics as an attachment to my contract and propose the following language:

Section 11: Ethical Commitments

Employee will at all times uphold the tenets of the ICMA Code of Ethics, a copy of which is attached hereto and incorporated herein. Specifically, Employee shall not endorse candidates, make financial contributions, sign or circulate petitions, or participate in fundraising activities for individuals seeking or holding elected office, nor seek or accept any personal enrichment or profit derived from confidential information or misuse of public time.

Employer shall support Employee in keeping these commitments by refraining from any order, direction or request that would require Employee to violate the ICMA Code of Ethics. Specifically, neither the governing body nor any individual member thereof shall request Employee to endorse any candidate, make any financial contribution, sign or circulate any petition, or participate in any fund-raising activity for individuals seeking or holding elected office, nor to handle any matter of personnel on a basis other than fairness, impartiality and merit.

If this section is included in my contract, the existing sections 11 through 14 will need to be renumbered accordingly. See attached the ICMA Code of Ethics.

Salary

Thank you for considering my compensation on an annual basis. I appreciate the information put together by Michele and available in your packet. I want to include a few additional pieces of data and thoughts as you make a decision regarding my salary.

Since FY2016-17, my salary has stayed static at \$92,460 and this was by my request. The purpose for this request was to not inflate my salary with annual cost of living increases due to the planning work I bring to the position, in the event you need to replace me in the future with a non-planner type of manager. Instead of annual salary increases, my recommendation was to consider performance bonuses. In FY16-17 you gave me a \$750 bonus, and in FY17-18 you gave me a \$5,500 bonus. For comparison, if you were to simply give me the cost of living increases provided to other employees since FY16-17, my annual salary in FY19-20 would be \$98,119. In aggregate, including a 2% COLI in FY19-20, the City would have paid me \$4,994 more with the three 2% COLI, than you have with the two bonuses. See table 1 for the calculations.

Table 1: Salary Calculations

Fiscal Year	Actual Salary	Bonuses	Adjusted Salary (2% COLI for FY17-18, 18-19, and 19-20)
16-17	\$92,460	\$750	\$92,460
17-18	\$92,460	\$0	\$94,309
18-19	\$92,460	\$5,500	\$96,195
19-20	\$92,460	TBD	\$98,119
Totals	\$369,840	\$6250	\$381,084
Grand Total	\$376,090		\$ (4,994)
Difference between Actual Salary & Bonuses, and COLI			

I am continuing to request the Personnel Committee and City Council not adjust my base wage from \$92,460 this fiscal year. I believe this is a competitive wage for a City Administrator position in a small city. In the next few years it will be appropriate to increase the base wage so as to maintain the City Administrator position as the highest paid position in the City.

If the Personnel Committee and City Council desire to provide a bonus in keeping with the other employee's cost of living increases since FY17-18, a minimum \$5,000 bonus would be appropriate.

I want to state in this memorandum that some tough financial decisions are facing the City in the next several months. These decisions may negatively affect personnel. Staff will continue to propose a 2% COLI in FY19-20 for all City employees on the wage scale, but cut backs in other areas, including layoffs, are likely.

Conclusion

I just want to say "Thank You"! It is a pleasure to serve the City Council and citizens of Harrisburg.

ICMA Code of Ethics

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

1. Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.
2. Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant
3. Demonstrate by word and action the highest standards of ethical conduct and integrity in all public, professional, and personal relationships in order that the member may merit the trust and respect of the elected and appointed officials, employees, and the public.
4. Recognize that the chief function of local government at all times is to serve the best interests of all people.
5. Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.
6. Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.
7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.
8. Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.
9. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
10. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.
11. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.
12. Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

Adopted by the ICMA Executive Board in 1924, and most recently revised by the membership in June 2017.

Agenda Bill
Harrisburg Personnel Committee
Harrisburg, Oregon

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:*

- 1. 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.**
- 2. 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.**
- 3. RECOMMEND TO THE CITY COUNCIL THAT THEY ACCEPT THE CURRENT OR AMENDED TIMELINE AT THE REGULAR BUSINESS MEETING.**
- 4. RECOMMEND TO THE CITY COUNCIL THAT THEY APPROVE THE TOTAL CITY ADMINISTRATOR RECRUITMENT BUDGET TO NOT EXCEED \$10,000.**

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$10,000	YES	GENERAL FUND – PERSONNEL SERVICES

STAFF RECOMMENDATION:

Staff recommends the Personnel Committee recommend to the City Council the following:

- 1. Either hire an interim City Administrator or appoint Michele Eldridge to act in capacity of the City Administrator;**
- 2. Authorize staff to contract for City Administrator Recruitment Services with OCWCOG;**
- 3. Accept the current or amended timeline for the recruitment process; and,**
- 4. Approve the recruitment budget to not exceed \$10,000.**

BACKGROUND INFORMATION:

Our current City Administrator, Brian Latta, has tendered his resignation, and the City Council has approved a final work date of September 3, 2019. When we replaced our previous City Administrator, Bruce Cleeton, we were lucky to have him retiring from the position, with the process starting almost a year ahead of time. With Brian leaving on September 4, 2019, the position of City Administrator will be vacant. The Personnel Committee and Council can choose to temporarily fill this vacancy in a couple of ways. First it can hire an interim City Administrator to fill the vacancy until the time the City Administrator position is permanently filled. Oftentimes the list of interim City Administrators is made up of retired City Managers still residing in the area. Second, the Personnel Committee and City Council could choose to allow an existing employee to act in capacity (AIC) during the recruitment process.

There are advantages and disadvantages to both options. With an interim hire the advantages are: you can trust that you are getting a competent City Manager who will be capable of keeping the organization afloat during the transition; and, an interim City Administrator increases the staff capacity to ensure all aspects of the City continue to operate as normal. The disadvantages with an interim hire is it will cost the City money to hire an interim City Administrator. However, as noted below, the City will be saving money during the recruitment because it will not be paying Brian's wages and fringe benefits during the transition.

With the acting in capacity scenario the advantages are: the AIC will be familiar with how the City operates and have a familiarity with the staff; and, it is more cost effective. The City should compensate the AIC for the increased workload. However, this cost will likely be less than the other option of hiring an interim City Administrator. The disadvantages to the AIC is employee capacity. The City Administrator job has several duties, and whichever employee fill this role will be stretched very thin and projects and work that can be put on the backburner likely will be put there.

Staff recommends the Personnel Committee discuss and recommend the City Council either hire an interim or appoint Michele Eldridge to act in capacity.

City Administrator Recruitment Assistance:

The City has asked the Oregon Cascades West Council of Governments (OCWCOG) HR department to develop a proposal to assist the City with the recruitment process. Mayor Bobby Duncan, Personnel Committee Chairperson Kim Downey, and Personn

Committee member Mike Caughey met with both the OCWCOG Director, Fred Abousleman, and Deputy Director Rachael Maddock-Hughes in a separate meeting. The City already has a relationship with OCWCOG to provide us with IT services, and knew about the other business services that they have to offer.

Human Resources Manager Ryan Schulze has provided us with a bare bones estimate for the CA Recruitment process (**Exhibit A**). If the City were to have OCWCOG provide the entire service, it would cost the City \$7,026.14. Most recruitment services average around \$10,000, therefore staff feels the bare bones proposal of \$7,026.14 is a good one. In addition; the City has recently updated and changed the City Administrator Job Description, and therefore are fairly up to date on the attributes needed for a new City Administrator. Screening and Interview Questions will also be easy to develop, based upon the previous recruitment, as well as many of the same people still being on Council.

Staff can utilize the time period in which Brian will still be working for the City in order to develop the recruitment brochure. As such, staff is recommending that we obtain OCWCOG's City Administrator Recruitment Services for online recruitment management, applicant screening, interview coordination, reference check, making the offer, create and send offer letter, and finally, background check coordination. These services cost approximately \$3,477. If the Personnel Committee would also like to have OCWCOG's participation in the interview process, it will add another \$767.36 to the process. The total amount is under \$5,000, which allows us to be exempt from the public contracting process. The Personnel Committee should make a recommendation to the City Council that they authorize staff to contract with OCWCOG for City Administrator Recruitment Services, based on modification of the components and activity's on the recruitment list, in an amount not to exceed \$5,000.

The position should be held open until filled, as there can always be another recruitment round, if the final candidate accepts a job elsewhere, and the City Council is not satisfied with the other final candidates. The Personnel Committee may remember that we lost two highly rated candidates to other cities, when we came up with the final two candidates who were interviewed for the position in 2013.

City Administrator Recruitment Timeline:

Staff have developed a recruitment timeline (**Exhibit B**) for the process of the City Administrator Recruitment. The timeline includes bringing the recruitment brochure to the City Council for approval, whereupon OCWCOG will post the position on several different job boards, and will maintain and monitor the online recruitment process. The open position will be posted for approximately one month, which is fairly standard for the process of hiring a City Administrator. The Personnel Committee is welcome to make changes to the recruitment timeline before recommending its approval to the City Council at the meeting on August 13, 2019.

The Personnel Committee will review the screening and interview questions in September. These will be shared and approved by the City Council, and then conveyed to OCWCOG in time for the 1st review of candidates. The Personnel Committee will then review the final applicant pool provided by OCWCOG, and should decide how many candidates they would like to include in the interview process at a meeting on October 7, 2019. OCWCOG will start contacting the candidates for the interview process starting October 8, 2019.

The first interview session has been scheduled for the work session being held on Tuesday, October 22, 2019. OCWCOG will then call for background and reference checks on the top candidate(s), and will provide the final results to the City by November 1, 2019. The City Council can then hold an executive session during a special meeting on Mon, November 4, during which selection of the final candidate will be made.

Contracts for City Administrators vary widely, as does the period of time that a City Administrator must provide to their City in advance of any resignation. Our current contract calls for a two (2) month notification period. Using this as an example, a possible start date for a new City administrator could be Jan 20, 2020. This could be shorter, or possibly longer, depending upon the terms that the final candidate is expected to meet with their former employer.

The Personnel Committee can make changes as desired to the City Administrator Recruitment Timeline, and should recommend to the City Council that they accept the current or amended timeline at the regular business meeting.

In addition to the costs for the contract with OCWCOG, the City will also incur costs for posting the position. The costs to post on the LOC website are \$20, while the ICMA charges \$450 for their job posting. The City will also post the position on our own website. The Personnel Committee and City Council will also need to decide if they are willing to pay travel fees for candidates that are outside our regional area. Will they be willing to pay airfare, lodging, and vehicle rental for someone who is out of state; or will they wish to simply use Skype? They should also consider mileage for someone located in a different part of the state, or in southern Washington, or northern California.

In addition, there could be added considerations, such as the City being willing to offer relocation services. Staff briefly discussed this and felt that we should simply say that it's open to negotiation, and to otherwise not determine a dollar amount unless it's brought up during salary negotiations.

City Administrator Recruitment Budget:

With the \$5,000 for the contracted services from OCWCOG, \$500 in job posting fees, possible travel fees for candidate interviews, as well as negotiated relocation services, a set fee of \$10,000 should be adequate to cover the costs for the City Administrator Recruitment process. The City is saving approximately 4 months of salary from not

paying a City Administrator. This figure is approximately \$30,816, not including the savings from PERS contributions, and insurance coverage. The Personnel Committee can recommend that the City Council approve the total City Administrator Recruitment Budget to not exceed \$10,000 based upon these estimates. If the final candidate negotiates a relocation service fee that is higher than anticipated, the City Council can easily change the final budget figure, and still remain within current year budget parameters.

City Administrator Contract and Job Description:

Staff is not recommending any changes to the current contract (**Exhibit C**), job description (**Exhibit D**), or salary/wage levels (**Exhibit E**) for the City Administrator position. Fred Abousleman commented during the meeting with staff that the City was extremely lucky in obtaining a planner like Brian, who could easily assimilate into the City Administrator job position. He recommended that the City focus on obtaining a candidate who has strong administration skills, with project management being a focus. Staff concurs with this recommendation.

During the last recruitment, the City decided to simply ask about the level of knowledge the applicants had in relation to land use planning in Oregon, and then when screening the final applicants, gave more points to those applicants with more planning experience. In this case, it's important to find out if the person has a good working knowledge of land use planning in Oregon, but we will not be looking specifically for a City Administrator who is also a planner, and will therefore not be assigning specific points for planning experience. Brian will be making some recommendations in relation to planning at this meeting.

Staff notes that the job description was just updated, and does not need to be changed at this time. The planning portion of the job description can be updated after we hire a new City Administrator. The wage scale is also adequate for this position, as a City manager survey was reviewed in 2017, in which it was noted that the pay for City Administrator was more than the average for City's close to our population size. (**Exhibit F**) We've made certain to not inflate the City Administrator pay, and have instead, chosen to provide Brian with bonuses instead of pay increases. Therefore, the wage scale as represented in Exhibit E should still be adequate for this position. The City Council should be prepared to offer the chosen applicant a salary within the current pay scale, dependent upon the experience and skills of the final applicant.

Finally, as a reminder, the City Administrator Contract, Job Description, Wage Scale, and salary survey are all part of the public domain, and as such, are available for review on the City website by any City Administrator candidate, and as part of this Personnel Committee agenda.

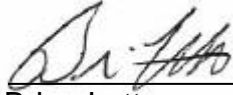
MOTION / move to:

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

2. *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.*
3. *Recommend to the City Council that they accept the current or amended timeline at the regular business meeting.*
4. *Recommend to the City Council that they approve the total City Administrator recruitment budget to not exceed \$10,000.*

2.

REVIEW AND APPROVAL:



Brian Latta
City Administrator

8/6/2019

Date

Michele Eldridge

From: Ryan Schulze <rschulze@ocwcog.org>
Sent: Thursday, August 01, 2019 3:01 PM
To: Michele Eldridge
Cc: Rachael Maddock-Hughes; Rebecca Gibbons-Yardley
Subject: RE: Recruitment

Good afternoon Michele,

Below are some bare bones estimates of what time and costs would be to conduct the City Administrator recruitment. We looked at each of the steps or components of a recruitment and how much time each takes on average to develop these numbers. Please review and let me know what questions you have.

Activity		Time Required	Rate	Cost
Job Analysis	Develop Desired Attributes	2	95.92	191.84
	Create screening and interview questions	4	95.92	383.68
Panel Training	Provide training to interview panel (HR do's/don't's, evaluation method, etc.)	2	95.92	191.84
Brochure	Development (includes creation, review and acceptance)	15	95.92	1438.8
	Print & Distribution (final edits, printing and distribution)	6	95.92	575.52
Online Recruitment Management	Development (includes creation, review and acceptance)	10	95.92	959.2
	Post to desired sites	6	95.92	575.52
	Maintain and monitor	8	95.92	767.36
Application Screening	Select applicant pool based upon application materials	6	95.92	575.52
Interview Coordination	per round	4	95.92	383.68

Interview Participation	per round	8	95.92	767.36
Reference Check	each	0.25	95.92	23.98
Make the Offer		0.5	95.92	47.96
Create and send Offer Letter		0.5	95.92	47.96
Background Check Coordination	per Harrisburg requirements	1	95.92	95.92
Total Hours		73.25	Total Cost	7026.14

Ryan Schulze
Human Resources Manager
Oregon Cascades West Council of Governments
1400 Queen Ave SE, Suite 201
Albany, OR 97322
(541)812-2000 (office)
(541)967-6123 (fax)
www.ocwcog.org



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From: Michele Eldridge [mailto:meldridge@ci.harrisburg.or.us]
Sent: Wednesday, July 31, 2019 4:57 PM
To: Ryan Schulze <rschulze@ocwcog.org>
Cc: Rachael Maddock-Hughes <rmaddock@ocwcog.org>; Rebecca Gibbons-Yardley <rgibbons@ocwcog.org>
Subject: RE: Recruitment

Thanks for letting me know Ryan!

Michele Eldridge, CMC
City Recorder/Assistant City Administrator

From: Ryan Schulze [mailto:rschulze@ocwcog.org]
Sent: Wednesday, July 31, 2019 4:55 PM
To: Michele Eldridge
Cc: Rachael Maddock-Hughes; Rebecca Gibbons-Yardley
Subject: Re: Recruitment

Hi Michele,
I am working on this and will get something to you tomorrow.

Sent from my iPhone

On Jul 31, 2019, at 4:45 PM, Michele Eldridge <meldridge@ci.harrisburg.or.us> wrote:



FROM THE OFFICE OF THE CITY RECORDER/ASST. CITY ADMINISTRATOR

TO: PERSONNEL COMMITTEE

SUBJECT: CITY ADMINISTRATOR RECRUITMENT TIMELINE

DATE:	ACTION:
AUGUST 8, 2019	REVIEW CURRENT CONTRACT TERMS, RATE OF PAY, AND NEW JOB DESCRIPTION AS RECENTLY APPROVED BY COUNCIL. ALSO DETERMINE BUDGET FOR RECRUITMENT PROCESS, INCLUDING RELOCATION.
AUGUST 8, 2019	PROCURE CA RECRUITMENT SERVICES.
AUGUST 13, 2019	CONVEY SCHEDULE AND PROCESS TO CITY COUNCIL, COUNCIL TO AUTHORIZE STAFF TO SIGN CONTRACT WITH OCWCOG.
AUGUST 20, 2019	HR STAFF TO DEVELOP RECRUITMENT BROCHURE/MAILER & SUPPLEMENTAL QUESTIONS.
AUGUST 27, 2019	CITY COUNCIL TO APPROVE RECRUITMENT BROCHURE/MAILER, CONTRACT WITH OCWCOG ON RECRUITMENT FOR NEW CA AT COUNCIL WORK SESSION.
AUGUST 29, 2019	POST POSITION OPENING TO CITY WEBSITE, LOC (\$20), & ICMA (\$450); OCWCOG TO MAINTAIN AND MONITOR ONLINE RECRUITMENT PROCESS
SEPTEMBER 3, 2019	PERSONNEL COMMITTEE TO REVIEW SCREENING AND INTERVIEW QUESTIONS.
SEPTEMBER 10, 2019	COUNCIL TO APPROVE SCREENING AND INTERVIEW QUESTIONS, WHICH IS CONVEYED TO OCWCOG.
OCTOBER 1, 2019	<ol style="list-style-type: none"> 1. DEADLINE FOR 1ST REVIEW OF CA CANDIDATES; 2. OCWCOG TO SCREEN APPLICANTS BASED UPON APPLICATION MATERIALS, AND TO SELECT APPLICANT POOL. PROVIDES LIST OF CANDIDATES TO THE CITY. 3. COMMUNICATION WITH CANDIDATES NOT PROGRESSING FORWARD IN PROCESS.
MON, OCTOBER 7, 2019	PERSONNEL COMMITTEE MEETS TO REVIEW FINAL APPLICANT POOL, AND TO DETERMINE NUMBER OF CANDIDATES TO INTERVIEW.
OCTOBER 8, 2019	OCWCOG STARTS CONTACTING CA CANDIDATES FOR INTERVIEW
TUES, OCTOBER 22, 2019	CITY COUNCIL/DEPARTMENT HEAD INTERVIEWS DURING EXECUTIVE SESSION IN WORK SESSION; DETERMINES TOP CANDIDATE(S)
OCTOBER 23, 2019	OCWCOG TO START BACKGROUND AND REFERENCE CHECKS ON TOP CANDIDATE(S)
NOVEMBER 1, 2019	OCWCOG TO PROVIDE RESULTS OF BACKGROUND AND REFERENCE CHECKS
MON, NOVEMBER 4, 2019.	CITY COUNCIL TO MAKE FINAL DECISION IN EXECUTIVE SESSION SPECIAL MEETING

TUES, NOV 5, 2019	JOB OFFER MADE, AND NEGOTIATIONS TO START
JAN 20, 2020	POSSIBLE START DATE FOR NEW CITY ADMINISTRATOR DEPENDING ON CONTRACT REQUIREMENTS



CITY ADMINISTRATOR EMPLOYMENT AGREEMENT

PARTIES:

City of Harrisburg, Oregon ("the City")
 Brian Latta, ("the Administrator")

RECITAL:

The purpose of this agreement is to establish the mutual and respective responsibilities, terms, and conditions under which the Administrator will serve the City as its Administrator. Therefore, the parties agree as follows:

1. DUTIES AND RESPONSIBILITIES.

- 1.1 The City agrees to employ the Administrator as City Administrator to perform (1) the functions and duties specified in the Charter, the Ordinances, and the resolutions of the City, (2) as required by state and federal laws, and (3) to perform other legally permissible and proper duties and functions as the City Council shall assign from time to time as more fully stated in the Job Description.
- 1.2 The Administrator shall also serve as City Planner, Enterprise Zone manager, and Executive Director of the Harrisburg Redevelopment Agency.

2. LENGTH OF EMPLOYMENT.

- 2.1 This employment agreement shall continue indefinitely.
- 2.2 The City shall have the right to end this agreement at any time, subject only to the provisions set forth in Section 9 of this agreement.
- 2.3 The Administrator shall have the right to end this agreement at any time, subject only to the provisions set forth in section 9 of this agreement.

3. START DATE. The date the Administrator began working for the City on May 20th, 2013.

4. SALARY.

- 4.1 The City agrees to pay the Administrator for his services rendered an annual sum of \$92,459.89.
- 4.2 Bonuses, pay increases, and fringe benefits may be considered by the City Council at any time.
- 4.3 Compensation shall be paid pursuant to the City's payroll policies and practices applicable to other city employees.
- 4.4 Any adjustment in salary made during the life of this agreement shall be in the form of a written amendment and shall become part of the agreement.

5. RESIDENCY. The Administrator shall reside within 15 miles or 25 minutes of the City of Harrisburg within one year.

6. **HOURS OF WORK.** The minimum expected work hours for the Administrator are 40 hours per week. Effective July 1st of each fiscal year, Administrator shall receive paid administrative leave in addition to vacation, sick and holiday leave as follows:

- 5 days per year (40 hours)

Administrative leave must be taken by June 30th of each year. Unused administrative leave days will not be cashed out and will not accrue from year to year and shall be forfeited if not used.

Effective October 31st of each fiscal year, Administrator shall receive 40 hours of paid compensation.

7. **BENEFITS.**

7.1 The Administrator shall be entitled to the same benefits as provided to other employees of the City with the following exceptions: (1) the Administrator will be credited as of the date of employment with 24 hours of sick leave and will accrue sick leave thereafter at the rate of four hours per pay period; (2) the Administrator will be credited with 40 hours of vacation credit effective June 1, 2013; (3) the Administrator will accrue vacation time at a rate of 3.67 hours per pay period during the first year of employment; and, (4) the Administrator will accrue vacation time at a rate of 5.34 hours per pay period beginning after the first year of employment and continuing through the tenth year of employment, with vacation time thereafter accruing at the same rate as for other employees.

7.2 The City agrees to pay the Administrator \$25 per month, paid quarterly, for use of his personal cell phone in the discharge of his duties.

7.3 The City shall be a member of the League of Oregon Cities; and, the City agrees to pay for the Administrator's membership in the Oregon City County Managers' Association and ICMA.

7.4 The City agrees to pay for all costs related to attending the Oregon City County Managers' Association annual conference, and the ICMA annual conference.

7.5 If funds are available, the City Council will consider authorizing the Administrator's attendance at other professional development opportunities.

8. **PERFORMANCE EVALUATION.** The council shall meet annually, no later than the 15th day of February of each year, with the Administrator to discuss Administrator-Council relationships, to assess the Administrator's job performance and to review his annual salary. Said meeting shall be in executive session unless an open meeting is requested by the Administrator. The evaluation shall be made in reference to the job description of the Administrator and goals and objectives established for the Administrator for that year of evaluation. The purposes of the evaluation are to improve administrative leadership, maintain open lines of communication, and to enhance relations between the Council and the Administrator. The Administrator shall be entitled to meet with the Council to review its evaluation and supply any information that he may deem pertinent. The mayor may assign some of the performance evaluation duties to the Personnel Committee so long as final decisions are made by the Council after the Administrator has had an opportunity to meet with the Council to discuss matters of mutual interest.

9. **TERMINATION AND SEVERANCE PAY.**

9.1 In the event the Administrator is terminated by the City while the Administrator is willing and able to perform his duties under this agreement, then the City agrees to pay the

Administrator a lump sum payment equal to four (4) months of his aggregate salary and benefits.

- 9.2** In the event the Administrator is terminated because he willfully and repeatedly fails or refuses to adequately meet the requirements of his job description or comply with the policies, rules, regulations, and standards established by the Council in accordance with the City Charter and which have been communicated to him, or because he commits any felony or other acts of willful misconduct connected with his employment, the City shall be relieved of any responsibility to pay the severance pay referenced in section 9.1 above.
- 9.3** In the event the Administrator voluntarily resigns his position while this agreement is in effect, then the Administrator shall not be entitled to severance pay in accordance with this section.
- 9.4** In the event the Administrator voluntarily resigns his position with City then the Administrator shall give City two (2) month notice in advance, unless the parties agree otherwise in writing.
- 9.5** If the Administrator is permanently disabled or is otherwise unable to perform his duties without reasonable accommodation because of sickness, accident, injury, mental incapacity or health for a period of ten (10) successive weeks, City shall have the option to terminate this agreement subject to the severance pay requirements of this section.

10. ATTORNEY FEES. In the event any action, suit, arbitration or other proceeding shall be instituted by either party to this Agreement to enforce any provision of this Agreement or any matter arising therefrom or to interpret any provision of this Agreement, including any proceeding to compel arbitration, the prevailing party shall be entitled to recover from the other a reasonable attorney fee and related costs, including appellate costs, to be determined by the Court or Arbitrator(s).

11. ETHICAL COMMITMENTS. The Administrator will at all times uphold the tenets of the ICMA Code of Ethics, a copy of which is attached hereto and incorporated herein. Specifically, Administrator shall not endorse candidates, make financial contributions, sign or circulate petitions, or participate in fundraising activities for individuals seeking or holding elected office, nor seek or accept any personal enrichment or profit derived from confidential information or misuse of public time.

The City shall support the Administrator in keeping these commitments by refraining from any order, direction or request that would require Administrator to violate the ICMA Code of Ethics. Specifically, neither the governing body nor any individual member thereof shall request Administrator to endorse any candidate, make any financial contribution, sign or circulate any petition, or participate in any fundraising activity for individuals seeking or holding elected office, nor to handle any matter of personnel on a basis other than fairness, impartiality and merit.

12. AMENDMENTS. This Agreement may be amended only by an instrument in writing executed by all the parties.

13. ENTIRE AGREEMENT. This Agreement sets forth the entire understanding of the parties with respect to the subject matter of this Agreement and supersedes any and all prior understandings and agreements, whether written or oral, between the parties with respect to such subject matter.

14. **SEVERABILITY.** If any provision of this Agreement shall be invalid or unenforceable in respect for any reason, the validity and enforceability of any such provision in any other respect and of the remaining provisions of this Agreement shall not be in any way impaired.

15. **WAIVER.** A provision of this Agreement may be waived only by a written instrument executed by the party waiving compliance. No waiver of any provision of this Agreement shall constitute a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. Failure to enforce any provision of this Agreement shall not operate as a waiver of such provision or any other provision.

Agreed to this 12th day of February, 2019.

City of Harrisburg by Robert Duncan, Mayor

Brian Latta

Attachments: ICMA Code of Ethics

ICMA Code of Ethics

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

1. Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.
2. Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant
3. Demonstrate by word and action the highest standards of ethical conduct and integrity in all public, professional, and personal relationships in order that the member may merit the trust and respect of the elected and appointed officials, employees, and the public.
4. Recognize that the chief function of local government at all times is to serve the best interests of all people.
5. Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.
6. Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.
7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.
8. Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.
9. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
10. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.
11. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.
12. Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

Adopted by the ICMA Executive Board in 1924, and most recently revised by the membership in June 2017.



City Administrator Position Description

Reports to: City Council

Job Summary: The City Administrator is responsible for the effective and efficient delivery of all municipal services. Work is performed under the policy guidance of the City Council who holds the employee accountable for achieving Council goals and directives.

This position is salaried and exempt from overtime wages.

Supervisory Responsibility: The incumbent supervises the City Recorder / Asst. City Administrator, Finance Officer, Public Works Director, and Court Clerk / Supervisor.

Essential Duties/Functions and Responsibilities

1. Respond to customer questions, concerns, complaints and requests regarding city matters over the telephone, in person, and by electronic communication with patience and diplomacy.
2. Keeps the Council informed of city matters. Willingly accepts direction from the Council and advice from subordinates.
3. Coordinates the activity, planning, and financial performance of all city departments.
4. Advises the City Council at all times of the affairs and needs of the city.
5. Assures compliance with the city Employee Manual, and recommends changes to the Personnel Committee.
6. Confers with department heads and others on varied operating and administrative problems.
7. Reviews departmental plans, programs, and procedures.
8. Suggests innovations and methods to improve the standard of services rendered.
9. Formulates and proposes ordinance changes and policy alternatives to the City Council.
10. Recommends citywide goals and objectives to the City Council annually in the 5-year strategic plan.
11. Attends and participates in public meetings, as required.
12. Reviews and approves personnel evaluations.
13. Responsible for all hiring and disciplinary procedures.
14. Provides training opportunities for city staff and city officials.
15. Searches for and applies for appropriate grants and administers awarded grants.
16. Advises Council members in deliberations on policy and ordinance issues.
17. Responsible for enforcing code violations and verifying that City departments are following Council policy.
18. Encourages and develops economic opportunities with citizens and businesses. Represents the city in hearings with other governmental entities.
19. Counsels the Finance Officer in presenting the budget proposals to the Budget Committee and the City Council.

20. Counsels with the Finance Officer in renewing franchise agreements.
21. Provides information to and answers questions of media representatives.
22. Manages Harrisburg Redevelopment Agency, Harrisburg Enterprise Zone, and the Planning and Building permit programs (see detail below).
23. Performs other duties as assigned.

Non-essential Duties:

1. May attend off-site trainings and conferences.
2. May serve as a member of the Safety Committee and other employee committees.

Other Significant Duties:

City Planner:

Makes recommendations to the Planning Commission and the City Council, where appropriate, on development related issues, zoning, and Comprehensive Plan matters. Provides staff support to the Planning Commission. Reviews land use application for compliance with code provisions and prepares staff reports for the Planning Commission and City Council. Advises citizens on city ordinance requirements. Prepares and reviews improvement agreements between the city and developers. Advises the Planning Commission and the City Council on long range planning considerations and changes to land use ordinances. Performs field inspections of land use sites, as needed.

Reviews building permits for compliance with code provisions and land use approvals. Works with the Linn County Planning and Building department to ensure building permits are reviewed and approved in a timely manner. Issues approved building permits.

Harrisburg Redevelopment Agency Director:

Oversees appropriate commercial and industrial development. Prepares agendas and provides guidance to the Agency. Works with property owners and industrial properties within the Urban Renewal District, along with state and county officials, to provide the most meaningful economic development possible.

Harrisburg Enterprise Zone Manager:

Advises the City Council on the goals and the use of the program. Provides review and approval of Authorization Applications. Works with authorized companies to ensure timely claim filing and assisting with other needs. Keeps current and prospective industries informed of the purposes of the program. Prepares reports associated with the program.

Education, Qualifications and Experience:

To perform this job successfully, an individual must be able to perform each of the essential and other significant duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability demanded by this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Education and Experience:	Master's degree in public administration, business administration, or planning, and five years progressively responsible administrative experience, preferably in municipal government; or, an equivalent combination of education and
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experience sufficient to successfully perform the essential duties of the position.

Knowledge of municipal government organizations, public financing and budgeting, personnel management, labor law, and land use planning. Abilities to appraise the quality of varied municipal services through inspection and review of work reports and effectively initiate improvements in management methods. Experience interpreting and applying laws, rules, and regulations. Ability to recognize and analyze situations, problems, and financial statements. Ability to direct supervise, and evaluate the work of others, and establish and maintain cooperative and harmonious working relationships with city officials, department heads, employees, business and government organizations, and the general public.

Language Skills:	Ability to read, analyze, and interpret reports, legal documents and government records. Ability to respond to frequent inquiries and complaints from the public, regulatory agencies, supervisor, subordinates, members of the business community, etc. Ability to effectively present information to supervisor, public, and elected and appointed government bodies.
Reasoning Ability:	Ability to identify and solve complex problems and deal with a variety of variables in situations where only a limited standardization exists. Ability to interpret information and instructions furnished in written, verbal, diagram, or schedule form.
Computer Skills:	Ability to operate a computer. Expert in using word processing, spreadsheets, and government software. Ability to use email communication, geographic information systems, and other online applications and software.
Work Relationships:	Ability to effectively delegate assignments, prioritize work, and communicate with subordinates. The employee will have frequent contact with the public both inside and outside the office environment. The employee will have frequent contact with elected and appointed government officials, and the business community. Ability to motivate employees and maintain a positive workplace. The employee is part of a team, and will contribute accordingly.
Physical Demands:	<p>While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, and hear. The employee will use hands to handle objects, tools, or controls. The employee is occasionally required to balance, stoop, kneel, crouch or crawl.</p> <p>The employee will regularly lift and/or move objects or materials up to 10 pounds, and occasionally to lift and/or move objects up to 50 pounds. Specific vision requirements to perform this job include both far away and close up vision, color vision, peripheral vision and depth perception. The employee may be required to operate a computer up to six hours or more a day.</p>
Working Conditions:	Work is performed both in a climate controlled office environment and outdoors. Employee will be required to drive a city vehicle.
Attendance Requirements:	Work is during the daytime, with frequent evening and weekend work required. Employee is expected to be at work during the operating hours of city hall.

Position description adopted by the City Council: June 25, 2019

ICMA Code of Ethics

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1. Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.
2. Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant
3. Demonstrate by word and action the highest standards of ethical conduct and integrity in all public, professional, and personal relationships in order that the member may merit the trust and respect of the elected and appointed officials, employees, and the public.
4. Recognize that the chief function of local government at all times is to serve the best interests of all people.
5. Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.
6. Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.
7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.
8. Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.
9. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
10. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.
11. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.
12. Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

Adopted by the ICMA Executive Board in 1924, and most recently revised by the membership in June 2017.

Physical Requirements: Light Work Position

2.

POSITION INFORMATION:

Job Title: City Administrator

Employer: City of Harrisburg

Dept./Location: City Hall

Frequency Definitions:

(N) Never: Not required and not done on the job.

(R) Rare: May be required on a very infrequent basis; less than 1% work shift; may occur 1 – 5 times per day; less than 1% of an 8-hour work shift.

(O) Occasional: Occurs between 1% – 33% of an 8-hour work shift; total of up to 2.5 hours per 8-hour shift.

(F) Frequent: Occurs between 34% - 66% of an 8-hour work shift; total of between 2.6 hours to 5.0 hours per 8-hour shift.

(C) Continuous: Occurs between 67% to 100% of an 8-hour shift; total of between 5.1 hours to 8.0 hours per 8-hour shift.

WORKING CONDITIONS

Particular working conditions associated with this position. Check or list below, indicating frequency for each condition (N, R, O, F, C – refer to Frequency Definition above). Provide specific details as to condition.

N	R	O	F	C	Condition	Comments/Detail (as applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Indoors	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outdoors	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Extended work hours	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Travel to multiple worksites	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Low background noise	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moderate background noise	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High background noise	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fumes/odors	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dust	Event Coverage, or visitation on work sites
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Varied/extreme temperatures	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cramped workspace	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exposure to hazardous materials	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Personal protective equip. required	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

MATERIALS AND EQUIPMENT USED

Particular materials and/or equipment used with this position. Check or list below, indicating frequency for each condition (N, R, O, F, C – refer to Frequency Definition above). Provide specific detail as to height of lift/lower, distance of reaching, average/emergency situations, etc.

Condition	Comments/Detail
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> X Computer	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> X Mouse/Trackball	
<input type="checkbox"/> <input type="checkbox"/> X <input type="checkbox"/> <input type="checkbox"/> Ten Key/Calculator	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> X <input type="checkbox"/> Copier	
<input type="checkbox"/> <input type="checkbox"/> X <input type="checkbox"/> <input type="checkbox"/> Fax Machine	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> X E-mail	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> X Telephone	
<input type="checkbox"/> X <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Hand Tools	
<input type="checkbox"/> X <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Automobile (company X personal X)	If the City vehicle is in use by staff, the CA will sometimes use his own vehicle to attend out of Town meetings.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other (specify)	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other (specify)	

PHYSICAL DEMANDS

Particular physical demands associated with this position. Check or list below, indicating frequency for each condition (N, R, O, F, C – refer to Frequency Definition above). Provide specific detail as to height of lift/lower, distance of reaching, average/emergency situations, etc.

Physical Demand	Descriptive Details/Comments
<input type="checkbox"/> <input type="checkbox"/> x <input type="checkbox"/> <input type="checkbox"/> Standing	
<input type="checkbox"/> <input type="checkbox"/> x <input type="checkbox"/> <input type="checkbox"/> Walking	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> x <input type="checkbox"/> Sitting	
<input type="checkbox"/> x <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Driving	
Lifting/Lowering (Max: 25 Avg. 20 lbs.) with assistive equipment? Yes <input type="checkbox"/> No x	Most of the physical demands are when we are setting up for meetings, or for special Events such as the concerts in the park, or the Harvest Festival/4 th of July.
<input type="checkbox"/> x <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Carrying (Max: 25 Avg. 15 lbs.)	
<input type="checkbox"/> x <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Pushing (Max: 25 Avg. 15 lbs.)	
<input type="checkbox"/> x <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Pulling (Max: 25 Avg. 15 lbs.)	
<input type="checkbox"/> x <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Climbing (Max height: 6')	
<input type="checkbox"/> x <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Stairs	
<input type="checkbox"/> x <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Balancing	
<input type="checkbox"/> x <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Stooping	
<input type="checkbox"/> x <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Twisting	
<input type="checkbox"/> x <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Kneeling	
<input type="checkbox"/> x <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Crouching	

x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crawling		2.
PHYSICAL DEMANDS (CONTINUED)							
Particular physical demands associated with this position. Check or list below, indicating frequency for each condition (N, R, O, F, C – refer to Frequency Definition above). Provide specific detail as to height of lift/lower, distance of reaching, average/emergency situations, etc.							
Physical Demand						Descriptive Details/Comments	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>	Reaching overhead	Bookshelves and racks in archival areas	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>	Reaching shoulder level		
<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>	Handling		
<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pinching		
<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grasping		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>	Wrist motion		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x	Speaking		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x	Hearing		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x	Seeing		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x	Writing		
<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>	Depth Perception		
<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>	Color Vision		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)		

Completed by: Michele Eldridge Title: City Recorder/Asst. City Administrator (Risk Mgr) Date: June 2018

CITY OF HARRISBURG

WAGE SCALE

2019/2020

This shows 2.0% COLI	1	2	3	4	5	6	7	8
CITY ADMINISTRATOR	\$ 70,261.92	\$ 73,072.40	\$ 75,995.30	\$ 79,035.11	\$ 82,196.51	\$ 85,484.37	\$ 88,903.74	\$ 92,459.89
								Brian
Public Works Director	\$ 65,028.96	\$ 67,630.12	\$ 70,335.32	\$ 73,148.73	\$ 76,074.68	\$ 79,117.68	\$ 82,282.38	\$ 85,573.68
						Chuck (7/19)	Chuck 8/19	
City Recorder/Asst. City Admin.	\$ 48,402.67	\$ 50,338.78	\$ 52,352.33	\$ 54,446.42	\$ 56,624.28	\$ 58,889.25	\$ 61,244.82	\$ 63,694.60
								Michele
FINANCE OFFICER	\$ 58,881.76	\$ 61,237.03	\$ 63,686.51	\$ 66,233.97	\$ 68,883.33	\$ 71,638.66	\$ 74,504.21	\$ 77,484.39
								Tim G.
PUBLIC WORKS FOREMAN	\$ 24.77	\$ 25.76	\$ 26.79	\$ 27.86	\$ 28.97	\$ 30.13	\$ 31.34	\$ 32.59
								Rick
UTILITY III	\$ 20.35	\$ 21.16	\$ 22.01	\$ 22.89	\$ 23.81	\$ 24.76	\$ 25.75	\$ 26.78
UTILITY EQUIPMENT OPERATOR	\$ 18.42	\$ 19.16	\$ 19.93	\$ 20.73	\$ 21.56	\$ 22.40	\$ 23.30	\$ 24.23
								Steve
UTILITY EQUIPMENT CONSTRUCTION SPECIALIST	\$ 18.42	\$ 19.16	\$ 19.93	\$ 20.73	\$ 21.56	\$ 22.40	\$ 23.30	\$ 24.23
							Matt (7/19)	Matt 8/19
UTILITY II	\$ 18.42	\$ 19.16	\$ 19.93	\$ 20.73	\$ 21.56	\$ 22.40	\$ 23.30	\$ 24.23
						Phil (7/19)		Sal
UTILITY I	\$ 16.85	\$ 17.53	\$ 18.24	\$ 18.95	\$ 19.71	\$ 20.50	\$ 21.32	\$ 22.17
		Ryan (7/19)	Ryan (11/19)					
UTILITY BILLING II	\$ 17.61	\$ 18.31	\$ 19.04	\$ 19.80	\$ 20.59	\$ 21.41	\$ 22.27	\$ 23.18
								Patsy
UTILITY BILLING I	\$ 15.22	\$ 15.83	\$ 16.46	\$ 17.12	\$ 17.80	\$ 18.51	\$ 19.25	\$ 20.02
OFFICE ASSISTANT II	\$ 12.01	\$ 12.49	\$ 12.99	\$ 13.51	\$ 14.05	\$ 14.61	\$ 15.19	\$ 15.80
OFFICE ASSISTANT I	\$ 10.09	\$ 10.49	\$ 10.91	\$ 11.35	\$ 11.80	\$ 12.27	\$ 12.76	\$ 13.27
LIBRARIAN	\$ 16.51	\$ 17.16	\$ 17.85	\$ 18.56	\$ 19.30	\$ 20.07	\$ 20.87	\$ 21.73
	Amanda (7/19)	Amanda (1/20)						Cheryl
COURT CLERK, CODE ENFORCEMENT	\$ 20.41	\$ 21.24	\$ 22.08	\$ 22.96	\$ 23.89	\$ 24.85	\$ 25.85	\$ 26.88
								Lori

CITY MANAGER/ADMINISTRATOR SALARY SURVEY March 1, 2017											
City	Job Title	Pop.	Current Salary	Salary Range	PERS/Other Retirement	6% EE portion – paid by	Deferred Comp.	Administrative Leave	Hire Date	Length of Service	Notes
Aumsville	City Administrator	3,945	\$96,780	\$82,452 - \$107,364	PERS	Yes	No		Aug-16	Just started	
Carlton	City Manager	2,125	\$87,985	n/a	PERS	Yes	No		Feb-12	4 years	
Dundee	City Administrator	3,185	\$83,000	n/a	PERS	Yes	No		Jun-07	8 years	
Estacada	City Manager	3,085	\$91,500	\$86,704 - \$109,349	PERS	Yes	No		Aug-17	1 1/2 years	Receives \$300/mo. vehicle stipend
Gervais	City Manager	2,520	\$78,071	n/a	PERS	No	No		Jan-14	3 years	
Harrisburg	City Administrator	3,645	\$92,460	n/a	PERS	Yes	No		May-13	4 years	
King City	City Manager	3,425	\$85,000	n/a	No - 22.07% to ICMA-RC	n/a	No		Mar-16	1 year	\$100 p/month cell phone
Lafayette	City Administrator	3,905	\$94,517	n/a	PERS	Yes	No		Dec-10	6 years	
Mt. Angel	City Administrator	3,410	\$85,000	n/a	PERS	Yes	No	80 hours per fiscal year, use it/lose it	Oct-16	Just started	Admin leave applies only to City Administrator
Dayton	City Manager	2,635	\$82,820		PERS	Yes	No		Mar-13	4 years	Hiring Range \$65,000 - \$75,000
Philomath	City Manager*	4,665	\$ 91,296.00	\$81,264 - \$102,576	PERS						
Veneta	City Administrator	4,690	\$101,196		PERS	Yes	No	12 hours/month	Mar-13	4 years	
AVERAGE		3,436	\$89,135							3 years	
Harrisburg	City Administrator	3,650	\$92,460	\$67,138 - \$88,349	PERS	Yes	No	40 hrs. pd per year, 40 hours accrued, use it/lose it	Mar-13	4 years	\$75/quarter for cell phone
Difference			\$3,325								
Percentage			3.73%								

*Rate of pay may have changed