



City Council Work Session Meeting Agenda
September 24, 2019
6:30 PM

Mayor: Robert Duncan
Council President: Mike Caughey
Councilors: Kimberly Downey, Robert Boese, Adam Keaton, Randy Klemm, and
Charlotte Thomas
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. *All matters on the Consent Agenda are considered routine and will be enacted by one motion. Any member of the public can request that a matter be removed from the Consent Agenda for discussion. It will then be discussed under the "Other" part of the meeting schedule.*
4. *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)*
5. *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.*
6. *The City of Harrisburg does not discriminate against individuals with disabilities, and is an equal opportunity provider.*
7. *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 by Mayor, Robert Duncan

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

NEW BUSINESS

1. LCSO REPORT SUMMARY FOR AUGUST 2019

The Linn County Sheriff's Office always reserves the reporting for the previous month at the work session, due to the timing of all other contract city meetings.

The August Detail Report was inadvertently included with the business meeting agenda. Please contact the City Recorder if you would like to have this printed, or refer to the on-line version in the September 10 meeting packet.

STAFF REPORT:

Exhibit A: LCSO Report Summary

2. THE MATTER OF INTERVIEW TRAINING WITH RYAN SCHULZE FROM OCWCOG

STAFF REPORT:

Exhibit A: None

ACTION: NONE ~ FOR INFORMATION ONLY

3. THE MATTER OF RECRUITING A NEW CITY ADMINISTRATOR

STAFF REPORT:

Exhibit A: Proposed Interview Questions (Available only to City Council members, and protected under ORS 192.355(4))

Exhibit B: City Administrator Recruitment Timeline

ACTION: MOTION TO APPROVE THE INTERVIEW QUESTIONS AS PROPOSED (OR AMENDED).

OTHER ITEMS

ADJOURN



LINN COUNTY SHERIFF'S OFFICE

1.

Jim Yon, Sheriff

1115 S.E. Jackson Street, Albany, OR 97322

Albany, OR. 97322

Phone: 541-967-3950

www.linnsheriff.org

2019

MONTHLY REPORT TO THE CITY OF HARRISBURG FROM THE LINN COUNTY SHERIFF'S OFFICE

FOR THE MONTH OF:

AUGUST

TRAFFIC CITATIONS: _____	15
TRAFFIC WARNINGS: _____	13
TRAFFIC CRASHES: _____	3
ADULTS CITED/VIOLATIONS: _____	1
ADULTS ARRESTED : _____	3
JUVENILES CITED/VIOLATIONS: _____	4
JUVENILES ARRESTED: _____	0
COMPLAINTS/INCIDENTS INVESTIGATED: _____	185
TRAFFIC HOURS: _____	19.75
ADMINISTRATION HOURS: _____	1

TOTAL HOURS SPENT:	HARRISBURG	287
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CONTRACT HOURS= 275 HOURS

**Jim Yon,
Sheriff, Linn County**

By: Sergeant Greg Klein

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

2.

**THE MATTER OF INTERVIEW TRAINING WITH RYAN SCHULZE FROM
OCWCOG**

STAFF REPORT:

Exhibit A: None

ACTION: NONE ~ FOR INFORMATION ONLY

THIS AGENDA BILL IS DESTINED FOR: Work Session Agenda

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
N/A	N/A	N/A

STAFF RECOMMENDATION:

None

BACKGROUND INFORMATION:

Ryan Schulze, the Human Resources Manager for Oregon Cascades West Council of Governments, offered to provide training to the City Council as part of the services that they offer. The City Council decided to schedule the training for this evening.

While the Interview Questions are made ahead of time, there can always be questions asked outside of what is provided. Therefore, it's important for the City Council to know what they can and can't say during the interview. Mr. Schulze has not provided any materials to be handed out ahead of time, but will be at this meeting in order to work with the City Council.

MOTION: *For Information Only*

REVIEW AND APPROVAL:



09/17/2019

Michele Eldridge
Asst. City Administrator

Date

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

3.

THE MATTER OF RECRUITING A NEW CITY ADMINISTRATOR

STAFF REPORT:

Exhibit A: Proposed Interview Questions (Available only to City Council members, and protected under ORS 192.355(4))

Exhibit B: City Administrator Recruitment Timeline

ACTION: MOTION TO APPROVE THE INTERVIEW QUESTIONS AS PROPOSED (OR AMENDED).

THIS AGENDA BILL IS DESTINED FOR: Work Session Agenda

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
N/A	N/A	N/A

STAFF RECOMMENDATION:

The City Recorder/ACA recommends that the Council approve the interview questions.

BACKGROUND INFORMATION:

The Personnel Committee Chairperson met with the City Recorder/ACA on September 11th, in order to assemble interview questions (**Exhibit A**). Some of the questions were used during the last City Administrator search in 2013, and were updated and/or modified with those we used during the interim search.

As a reminder, the competencies we are looking for include Leadership Skills, Pro-active and Effective Solutions, Collaboration/Teamwork, Strong Supervisions Skills, Knowledge of Municipal Operations, Public Financing and Budgeting, Personnel & Labor Laws, Economic Development, and Grant Writing.

The Interview Questions are not being included in the Council Packet, because packets are posted online in their entirety. Interview Questions are protected under ORS 192.355(4), and will be provided to Councilors via Dropbox. Printed copies will be available for City Councilors during the meeting. Please review the questions, and determine if Council would like to add to or modify any of them.

The recruitment timeline is also attached (**Exhibit B**) and has been modified from what was originally presented. Dates were revised based on the need to have the IGA Agreement approved by both OCWCOG and the City. The recruitment brochure has also been updated with the recruitment timeline as shown in Exhibit B.

City Council will see that there are additional meetings added to the month of November. There is a need for an Executive Session for the interview process, which will be held on Tuesday, November 5th. (Please note that while this is a regular election day that the Linn County Elections Clerk has notified the City Elections Clerk that there will not be a ballot box brought to Harrisburg for the Special District Election).

The regular business meeting will be held on Tuesday, November 12th. Depending upon how busy the regular business meeting is, and how the recruitment turns out, if needed, an additional meeting date is scheduled for the following day, on Wednesday, November 13. Please be sure to put Nov 5 and Nov 13 on your calendars now.

MOTION *I move to approve the interview questions as proposed (or amended).*

REVIEW AND APPROVAL:



09/17/2019

Michele Eldridge Date
Asst. City Administrator



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.
SEPTEMBER 17, 2019	POST POSITION OPENING TO CITY WEBSITE, LOC (\$20), & ICMA (\$450); OCWCOG TO MAINTAIN AND MONITOR ONLINE RECRUITMENT PROCESS
SEPTEMBER 24, 2019	COUNCIL TO APPROVE INTERVIEW QUESTIONS, WHICH IS CONVEYED TO OCWCOG. TRAINING DATE FOR OCWCOG WITH CITY COUNCIL.
OCTOBER 14, 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. (BY OCT 15) 3. COMMUNICATION WITH CANDIDATES NOT PROGRESSING FORWARD IN PROCESS.
MON, OCTOBER 21, 2019	PERSONNEL COMMITTEE MEETS TO REVIEW FINAL APPLICANT POOL, AND TO DETERMINE NUMBER OF CANDIDATES TO INTERVIEW.
OCTOBER 23, 2019	OCWCOG STARTS CONTACTING CA CANDIDATES FOR INTERVIEW
TUES, NOVEMBER 5, 2019	CITY COUNCIL/DEPARTMENT HEAD INTERVIEWS DURING EXECUTIVE SESSION; DETERMINES TOP CANDIDATE(S)
NOVEMBER 6, 2019	OCWCOG TO START BACKGROUND AND REFERENCE CHECKS ON TOP CANDIDATE(S)
NOVEMBER 12, 2019	OCWCOG TO PROVIDE RESULTS OF BACKGROUND AND REFERENCE CHECKS
TUES, NOV 12, 2019 OR WED, NOV 13, 2019	JOB OFFER MADE, AND NEGOTIATIONS TO START, IF THE BUSINESS MEETING IS TOO FULL, ALTERNATE MEETING WILL BE HELD ON WED, NOVEMBER 13.
JAN 20, 2020	POSSIBLE START DATE FOR NEW CITY ADMINISTRATOR DEPENDING ON CONTRACT REQUIREMENTS AT PREVIOUS CITY, IF APPLICABLE