

Personnel Committee Meeting Agenda  
August 12, 2019  
6:00 PM

---

**Chairperson:** Kimberly Downey  
**Chairperson:** Mike Caughey  
**Chairperson:** 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.)

**THE MATTER OF RECRUITING A NEW CITY ADMINISTRATOR**

**STAFF REPORT:**

Exhibit A: OCWCOG Recruitment Proposal

Exhibit B: City Administrator Recruitment Timeline

**ACTION: MOTION TO:**

***Recommend to the City council that it appoint Michele Eldridge to act in capacity of the City Administrator, at an additional salary amount of \$1,500 a month.***

***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 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.***

***Recommend to the City Council that they authorize City staff to start the process to hire a temporary assistant City recorder, hours and rate of pay TBD***

**ADJOURN**

Agenda Bill  
**Harrisburg Personnel Committee**  
Harrisburg, Oregon

---

**THE MATTER OF RECRUITING A NEW CITY ADMINISTRATOR  
STAFF REPORT:**

Exhibit A: OCWCOG Recruitment Proposal

Exhibit B: City Administrator Recruitment Timeline

**ACTION: *MOTION TO:***

1. RECOMMEND TO THE CITY COUNCIL THAT IT APPOINT MICHELE ELDRIDGE TO ACT IN CAPACITY OF THE CITY ADMINISTRATOR, AT AN ADDITIONAL SALARY AMOUNT OF \$1,500 A MONTH.
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 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.
5. RECOMMEND TO THE CITY COUNCIL THAT THEY AUTHORIZE CITY STAFF TO START THE PROCESS TO HIRE A TEMPORARY ASSISTANT CITY RECORDER, HOURS AND RATE OF PAY TBD.

**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. Appoint Michele Eldridge to act in capacity of the City Administrator, at an amount of \$1,500 additional salary per month;**
- 2. Authorize staff to contract for City Administrator Recruitment Services with OCWCOG;**
- 3. Accept the current timeline for the recruitment process;**
- 4. Approve the recruitment budget to not exceed \$10,000;**
- 5. Authorize staff to start the process to hire a temporary Assistant City Recorder, hours and rate of pay TBD.**

#### BACKGROUND INFORMATION:

The Personnel Committee met on Thursday, August 15, 2019, and had a two hour discussion in relation to the City Administrator Recruitment Process. There were no recommendations, as staff was bringing additional information to the committee for Monday evening.

Michele and Brian met briefly on Friday morning, and determined what the major projects were that the City would be working on during the fall, including the standard workloads for both positions. Michele is willing to accept the challenge of being the acting in capacity City Administrator during the process of recruitment for that position.

They felt that rather than temporary office staff, who would need to be trained, that it would be easier to hire a temporary, part-time assistant City Recorder, who would have the necessary skills to do parts of Michele's job, and to assist with Council Agendas and Minutes. Michele sent a request to the listserv asking for retired, or part-time City Recorders who might be interested in assisting the City of Harrisburg. Following the LOC Small-City meeting on Friday, she also had a conversation with the City Administrator of the City of Waterloo, who is very interested and available to work a flexible part-time schedule for the City of Harrisburg.

The hours, days, and rate of pay will need to be determined, as well as following the City's policies in how the temporary position is filled. Even at a higher rate of pay than a standard office worker, the part-time nature of the position will assist on keeping within budget parameters.

Staff is therefore proposing that the Personnel Committee recommend to the City Council that they appoint Michele Eldridge to act in capacity as the City Administrator, at an additional salary amount of \$1,500 per month.

#### City Administrator Recruitment Assistance:

The Personnel Committee had determined that they would like to work with OCWCOG on the recruitment efforts for a new City Administrator. City Staff will work on the brochure and with OCWCOG in making the necessary arrangements, if the City Council agrees to their recommendation. The Personnel Committee will need to motion to make the suggested recommendation to the City Council.

City Administrator Recruitment Timeline:

The Personnel Committee agreed with the suggested timeline, and OCWCOG felt that they could also work with the suggested timeframes. Therefore, the Personnel Committee will need to motion to make the suggested recommendation to the City Council.

City Administrator Recruitment Budget:

The Personnel Committee agreed with the suggested recruitment budget, knowing that this can be adjusted if needed in the future. The Personnel Committee will need to motion to make the suggested recommendation to the City Council.


City Administrator Rate of Pay:

Michele and Brian spoke on Friday morning, and agreed that \$80,000 to \$95,000 would be a good salary range for a City Administrator. Salary would be negotiable, dependent upon the applicant's experience, and range of skills.

MOTION I move to:

1. *Appoint Michele Eldridge to act in capacity of the City Administrator, at an additional \$1,500 salary per month.*
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 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.*
5. *Recommend to the City Council that they Authorize City Staff to start the process to hire a temporary Assistant City Recorder, hours and rate of pay TBD.*

REVIEW AND APPROVAL:



Brian Latta  
City Administrator

8/9/2019  
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](http://www.ocwcog.org)



**PUBLIC RECORDS LAW DISCLOSURE:** This email communication is subject to the State of Oregon Records Retention Schedule and may be made available to the Public. OCWCOG is an equal opportunity employer and provider.

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



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

**TO: PERSONNEL COMMITTEE**

**SUBJECT:** CITY ADMINISTRATOR RECRUITMENT TIMELINE

<b>DATE:</b>	<b>ACTION:</b>
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"><li>1. DEADLINE FOR 1<sup>ST</sup> REVIEW OF CA CANDIDATES;</li><li>2. OCWCOG TO SCREEN APPLICANTS BASED UPON APPLICATION MATERIALS, AND TO SELECT APPLICANT POOL. PROVIDES LIST OF CANDIDATES TO THE CITY.</li><li>3. COMMUNICATION WITH CANDIDATES NOT PROGRESSING FORWARD IN PROCESS.</li></ol>
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