



Personnel Committee Meeting
Executive Session Agenda
November 20, 2019
6:00 PM

Chairperson: Kimberly Downey
Committee Members: Mike Caughey, and 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. APPROVE THE MINUTES OF AUGUST 8, AUGUST 12, AND OCTOBER 21, 2019

(Minutes of October 9, 2019, are not yet available.)

MOTION TO APPROVE THE MINUTES OF AUGUST 8, AUGUST 12 AND OCTOBER 21, 2019

2. THE MATTER OF RECRUITING A CITY ADMINISTRATOR

An Executive Session under ORS 192.660(1)(2)(a); will be opened at this time; (a) To consider the employment of a public officer, employee, staff member or individual agent.

STAFF REPORT:

Exhibit A: Interview Questions

Exhibit B: Alternative Interview Questions (Were handed out at the last meeting)

Exhibit C: OCWCOG Matrix of Candidate Basic Qualifications

Exhibit D: Resumes and cover letters for ranked applicants.

Exhibit E: City Administrator Competencies Worksheet

(Please Note: Exhibits A, C & D are provided only for Personnel Committee Members and are protected under ORS 192.660 (1)(2)(a))

EXIT EXECUTIVE SESSION

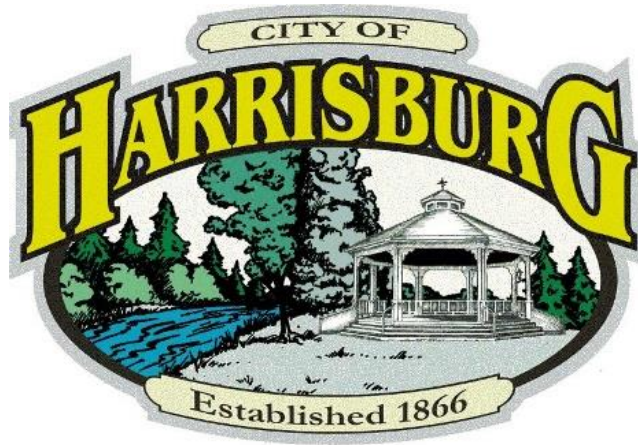
ACTION: Motion to:

- 1. RECOMMEND THAT OCWCOG INVITE THE CANDIDATES CHOSEN BY THE PERSONNEL COMMITTEE IN EXECUTIVE SESSION TO AN INTERVIEW WITH THE CITY COUNCIL SCHEDULED ON DECEMBER 5, 2019.**
- 2. DISCUSS AND APPROVE ALTERNATIVE STEPS IN THE RECRUITMENT PROCESS IF #1 IS NOT APPROVED.**
- 3. APPROVE A TRAVEL BUDGET OF \$_____ EA FOR OUT OF STATE CANDIDATES (IF ANY) BEING BROUGHT TO OREGON FOR THE**

INTERVIEWS, AND A TRAVEL BUDGET OF \$_____ EA. FOR LOCAL CANDIDATES.

- 4. APPROVE THE ALTERNATIVE INTERVIEW QUESTIONS.**

ADJOURN



Personnel Committee Minutes August 08, 2019

The Harrisburg Personnel Committee met on this date at 6:00pm at the Harrisburg Municipal Center, located at 354 Smith St. Chairperson Kimberly Downey presided. Also present were members Mike Caughey and Robert Boese, as well as Mayor Robert Duncan. Staff present were City Administrator Brian Latta, City Recorder/Asst. City Administrator Michele Eldridge, and guest Ryan Schulze, the HR Director for OCWCOG. (The Oregon Cascades West Council of Governments.)

CONCERNED CITIZEN(S) IN THE AUDIENCE. None

APPROVAL OF MINUTES

The **minutes were approved** by Caughey and **seconded** by Boese. **The Personnel committee then voted unanimously to Approve the Minutes of February 5, 2019.**

THE MATTER OF RECRUITING A NEW CITY ADMINISTRATOR

The Committee started discussing the steps in recruiting a new City Administrator, starting with how the City would be ran once Brian left for his new position. An Interim City Administrator can cost quite a bit, from what staff has been told by other cities. Downey was concerned about PERS, and whether a part-time position could cover the needs for this job title. Latta said that we would need someone to be flexible. Boese wanted to know the workload for both the City Administrator, and the City Recorder/Asst. City Administrator. Caughey then asked if Michele became the Interim, then would we need to hire someone temporarily to assist her? Latta told him that's an option, but that's two full time positions being done by one person, and that person will also need to train the next City Administrator. She will be really crunched for time. One of the options we have to talk about is to hire a planner as a contracted employee. If we do that, it will assist somewhat in the time crunch. Caughey said we may need to do that now.

Latta then reviewed some of the issues that the city is dealing with currently. Items with highest priority, other than planning, are the HRA loans, the Enterprise Zone, the Streetscapes in the HRA, the water bond project, how to manage and maintain the 100-acre park, ongoing issues with law enforcement, and municipal court. Those are the types of things the Interim administrator will need to cover; there are some retired city administrators that are out there that might be interested in being an interim administrator. Downey asked if the City Records also had a retired pool.

Eldridge told her it's limited. She then outlined her job, which included along with Council and Planning Commission Agendas and minutes, plus her own staff reports, codification, ordinances and resolutions, HR, Risk Management, including the Safety Committee, Webmaster, Records Management, and the Main Street Program. She had also been in charge of Building Permits, and she and Latta would need to discuss how those would be handled. Ryan Schulze, representing the OCWCOG, said that he could do a cost/benefit analysis on land use planning, and could talk to their team about their capacity, and if they could take on Harrisburg's planning department. Downey asked if he could come next week to the City Council meeting, and Schulze said it would either be himself, or Rachel who would come. Latta noted that one of the things we have already taken care of, is the bond issue. We will have the bond sales closed on the 21st of this month.

Mayor Duncan asked Eldridge, if she would like to be the interim City Administrator, and if so, what she would need to be able to do it successfully. Eldridge said that's one of the things the city pays her for; running the city in the City Administrators absence. She could come with a list of what would be needed, including rate of pay, etc., to a meeting next week. The Committee then decided that they would hold a meeting the following Monday, on August 12, 2019. Eldridge would send out the notice as normal. The committee could make their recommendations on Monday to the City Council.

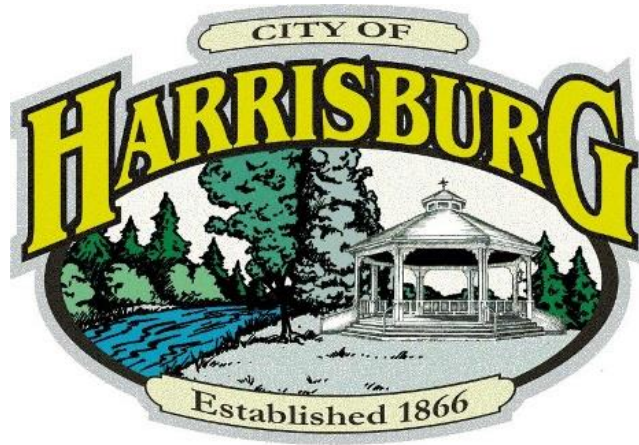
Latta hoped to attract between 10 to 20 applicants for the City Administrator position. Boese asked him about the planning position, and Latta said that we will outsource that to Branch Engineering, who had just hired a senior planner, and had expanded their capacity, as well as the COG. Schulze then noted what they could do in relation to the hiring process. The job market is really thin right now; for instance, their own organization had a finance officer opening for several months now, that they have been unable to fill. The Committee felt that the brochure would be important, as it was marketing the position. Eldridge felt that she could easily do that, as she had the last one to work from, that she was also responsible for. The committee felt the timeline was good, and Schulze said that he thought that they could work with that. Latta felt that the wage scale should be around \$80,000 to mid \$90,000. Schulze suggested that they might want to increase the top amount by about 5%. Downey reminded everyone too, that the new laws in effect this year, didn't allow us to ask for what the applicant was making at their current job. Schulz agreed that we can't do that. Caughey suggested that the rate of pay issue come to them on Monday.

Caughey asked if we could ask Latta what he thought about any candidates who would apply for the position, and was told by Schulze that it may not be a good idea, as it would likely be a conflict for him to do that once he becomes the Dallas City Manager. Eldridge talked about some of the platform and skills they would be looking for. The committee felt it was important to emphasize the City being compared to Mayberry. Downey felt that we will need to expand the money component. Schulze talked about the training that they would like to provide to the Council, with all the changes in HR lately. He also had a specific way he liked to evaluate candidates, that he would like the City Council to consider. It's based on competencies. The committee asked Schulze how they would use that type of system, and Schulze explained how it would work. Downey felt that the right person would be excited about the projects we were working on and wanted that to be in our marketing materials. Eldridge said that she would include those, as well as the comparison to Mayberry, and the Mayors favorite saying to Leave it Better than you Found it. Caughey reminded everyone that he would be gone for a month soon, so this next meeting on Monday, and the City Council meeting would be his last for a while.

With no further actions to discuss, and a meeting scheduled on the following Monday in which to make the recommendations to the City Council, the meeting was adjourned at the hour of 7:55PM.

Chairperson

City Recorder



Personnel Committee Minutes August 12, 2019

The Personnel Committee met on this date at the Harrisburg Municipal Center, located at 354 Smith St., at the hour of 6:00pm. Presiding was Chairperson Kimberly Downey. Also present were Personnel Committee Members, Mike Caughey & Robert Boese. Staff present was City Recorder/Asst. City Administrator Michele Eldridge, and OCWCOG Representative Ryan Schulze, HR Director.

CONCERNED CITIZEN(S) IN THE AUDIENCE. None.

THE MATTER OF RECRUITING A NEW CITY ADMINISTRATOR

Downey summarized the proceedings from the Personnel Committee meeting held last Thursday, and noted that Eldridge had met with Latta, and that the acting in capacity additional salary should be \$1,500 a month. Eldridge briefly described the other issues that were remaining, which included the hiring of OCWCOG for recruitment services, based on the modifications of the components and activities on the recruitment list. She noted that Ryan had said that they were able to work within the timeline that had been created. Schulze agreed, and said that they were able to work with it. However, the committee had asked for some additional training; we would need to add that to a future work session. Downey would like that to be a stand-alone meeting, with nothing else on the agenda. The September work session would likely work well for that.

Eldridge felt that in order to meet the obligations of both positions, that she would like to hire a temporary City Recorder/Asst. City Administrator. She had already talked with the City Administrator for Waterloo, who was interested in the position, and had the flexibility in her schedule to work a 25 to 32 hour a week position for the City of Harrisburg. Eldridge had also sent out the request to the listserv. Some of the committee members knew the Waterloo Administrator and thought an arrangement like this would be acceptable.

The Committee then discussed the rate of pay for the City Administrator salary range. Schulze said that Fred Abousleman was recommending that the median pay for City Administrators in Oregon wasn't sufficient. He felt that we should raise the rate the minimum wage to \$85,000. However, Eldridge pointed out that we anticipated that with the smaller cities that were around us, that a starting wage of \$80,000 was not out of line for our community. A nearby City, as example, was paying their City Administrator \$62,000. She felt that candidates making \$62,000 to \$70,000 would be interested in the position at \$80,000. A salary review for City administrators for our size of city had been done

August 12, 2019

not more than two year's ago, and the pay for our City Administrator was within those guidelines. Based on this, the Committee felt that they could stay with the suggested amount of \$80,000 to \$95,000.

After further discussion, Caughey **motioned 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 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.**
- 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.**

He was seconded by Boese, and the Committee voted unanimously to make the recommendations as motioned to the City Council the following evening. The consensus was to set the City Administrator salary at \$80,000 to \$95,000.

With no further discussion, the Personnel Committee meeting was adjourned at the hour of 7:00pm.

Chairperson

City Recorder



Harrisburg Personnel Committee
Minutes for October 21, 2019

Time: 7:00 PM

Place: Harrisburg Municipal Center, located at 354 Smith St. (Jury Room)

Committee members present: Kimberly Downey, and Mike Caughey. Rob Boese was absent. Also present was Interim City Administrator John Hitt.

Called to order by Chairperson Downey at 7:07PM

1. *Chairperson Downey asked for any public input. No members of the public were present.*

Chairperson Downey recessed the public portion of the meeting and opened an Executive Session as per ORS 192.660(1)(2)(a) to consider the employment of a public official/employee

2.a. SUBJECT:

2.b. DISCUSSION: THE MATTER OF RECRUITING A NEW CITY ADMINISTRATOR.

Review applications for Harrisburg City Administrator as submitted by the Oregon Cascades West Council of Governments (OCWCOG), as per the Harrisburg/OCWCOG city administrator recruitment agreement.

Chairperson Downey closed the Executive Session and reconvened the public session at 7:43 pm

ACTION:

- **Caughey moved to recommend to the City Council that all current City Administrator applications not receive further consideration and that the city re-open a public solicitation/recruitment for a new City Administrator. Chairperson Downey seconded and motion passed.**
- **Chairperson Downey moved and Member Caughey seconded to bring back to the next Personnel Committee meeting, for further consideration, the 'Alternative Interview Questions', proposed by ICA John Hitt. Motion Passed.**

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

Chairperson

City Recorder

1
Personnel Committee Minutes
October 21, 2019

Agenda Bill
Harrisburg Personnel Committee
Harrisburg, Oregon

2.

THE MATTER OF RECRUITING A CITY ADMINISTRATOR

**An Executive Session under ORS 192.660(1)(2)(a); will be opened at this time; (a)
To consider the employment of a public officer, employee, staff member or
individual agent.**

STAFF REPORT:

Exhibit A: Interview Questions

Exhibit B: Alternative Interview Questions (Were handed out at
the last meeting)

Exhibit C: OCWCOG Matrix of Candidate Basic Qualifications

Exhibit D: Resumes and cover letters for ranked applicants.

Exhibit E: City Administrator Competencies Worksheet

(Exhibits A, C & D are provided only for Personnel Committee
members and are protected under ORS 192.660 (1)(2)(a).)

ACTION:

1. RECOMMEND THAT OCWCOG INVITE THE CANDIDATES CHOSEN BY THE PERSONNEL COMMITTEE IN EXECUTIVE SESSION TO AN INTERVIEW WITH THE CITY COUNCIL SCHEDULED ON DECEMBER 5, 2019.
2. DISCUSS AND APPROVE ALTERNATIVE STEPS IN THE RECRUITMENT PROCESS IF #1 IS NOT APPROVED.
3. APPROVE A TRAVEL BUDGET OF \$_____ EA FOR OUT OF STATE CANDIDATES (IF ANY) BEING BROUGHT TO OREGON FOR THE INTERVIEWS, AND A TRAVEL BUDGET OF \$_____ EA. FOR LOCAL CANDIDATES.
4. APPROVE THE ALTERNATIVE INTERVIEW QUESTIONS.

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda – Nov 20, 2019

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
[to be discussed]	[\$3000]	[GENERAL FUND]

STAFF RECOMMENDATION:

Staff recommends that Personnel Committee members carefully review the applications, as well as the candidate qualifications matrix, in order to prepare for selecting those candidates for further consideration and discuss the next steps in the recruitment process.

BACKGROUND INFORMATION:

At previous meetings, the Personnel Committee selected the questions to be used (**Exhibit A**) in the interview process and the three-tiered rating system. These are included in this staff report for your reference. Due to the application of an internal candidate, the Committee also needs to approve the suggested Alternative Interview Questions (**Exhibit B** - were handed out at the meeting; please bring your copy.). Based on the number of candidates to be selected for further consideration, succeeding steps and actions in the City Administrator Recruitment Process needs further discussion.

OCWCOG has supplied the City with a matrix (**Exhibit C**) of candidate basic qualifications. The Committee should review the applications (**Exhibit D**) and determine which candidates they would like OCWCOG to invite for City Council interviews, or as an alternative, establish a process for additional candidate recruitment or review. The City Administrator Competencies Evaluation form was intended for the actual interviews; however, staff used this form during the Utility Billing II recruitment, when evaluating all the candidates. It might be useful for the Personnel Committee, and therefore, has been included as **Exhibit E**.

Some of the candidates are from out of state. As such, the Personnel Committee should follow up on previous discussion, and decide if they will pay for the out-of-state candidates to travel to Harrisburg for the interview. The City Administrator will have a budgetary amount to suggest for selected in-state candidates, and out of state candidates who will need to fly in, and who need to stay in a hotel. The total recruitment budget is \$10,000, with \$7,000 dedicated to the OCWCOG recruitment costs. The committee is therefore left with approximately \$3,000 for additional costs such as travel.

MOTION:

1. RECOMMEND THAT OCWCOG INVITE THE CANDIDATES CHOSEN BY THE PERSONNEL COMMITTEE IN EXECUTIVE SESSION TO AN INTERVIEW WITH THE CITY COUNCIL SCHEDULED ON DECEMBER 5, 2019; OR,
2. DETERMINE ALTERNATIVE STEPS IN THE CANDIDATE SELECTION PROCESS.
3. APPROVE A TRAVEL BUDGET OF \$_____ EA FOR OUT OF STATE CANDIDATES (IF ANY) BEING BROUGHT TO OREGON FOR THE INTERVIEWS, AND A TRAVEL BUDGET OF \$_____ EA. FOR LOCAL CANDIDATES.
4. APPROVE THE ALTERNATIVE INTERVIEW QUESTIONS.

REVIEW AND APPROVAL:

John Hitt – Interim CA Date

City Administrator Competencies Evaluation

Panel Members:

Date:

Candidate	Leadership Skills	Proactive & Effective Solutions	Collaboration & Teamwork	Strong Supervision Skills	Knowledge of Municipal Operations	Public Financing & Budgeting	Personnel & Labor Laws	Grant Writing	General Planning	Economic Development	Veteran/Disabled Veteran	Total

*Add columns for the number of competencies being evaluated

For Each competency award a check mark for adequate skill level and two for proficient skill level

Vets preference should be one check mark and two checkmarks for disabled Vet