



Harrisburg **PERSONNEL COMMITTEE**



Chairperson Kimberly Downey, Mike Caughey & Robert Boese

Meeting Agenda

Date: **Thursday, June 9, 2016**
Time: **6:00 p.m.**
Place: **City Hall, 120 Smith St.**
Exhibits: **a. Minutes of May 5, 2016**

Items

1. **Roll call and approve the minutes for May 5, 2016**
- 2.a. **SUBJECT:** Discussion and Approval of a revision to Policy No. 129, General Leave of Absence
- 2.b. **ACTION:** Motion to approve the amendments to Policy 129, General Leave of Absence, of the Employee Manual to the City Council for approval as amended.
- 3.a. **SUBJECT:** Discussion and approval of a new job description entitled Part-Time/On-Call Office Assistant.
- 3.b. **ACTION:** Motion to forward the Part-Time/On-Call Office Assistant Job Description to the City Council for Approval, as presented.
- 4.a. **SUBJECT:** Tabulate and discuss the results of the City Administrator/Planner Job Evaluation. As is his choice, the current City Administrator has stated that he wishes to have his evaluations handled in an open meeting.
- 4.b. **ACTION:** If his annual evaluation is acceptable: Motion to forward a recommendation to the City Council that Brian Latta has met the requirements of his position as City Administrator. The Personnel Committee should recommend that the City Council also approve the step increase of 4% from Step 7 (\$88,903.74) to Step 8 (\$92,459.89) on the City of Harrisburg wage scale, to be effective retroactively to May 1, 2016.

Suggested Motion: *I motion to recommend to the City Council that the City Administrator/Planner has a _____ evaluation, and to further recommend that he should proceed on the wage step scale from Step 7 to Step 8, effective as of May 1st, 2016.*

5. **Other/adjourn.**

a. **Mayor Robert Duncan**
Brian Latta, City Administrator
Chuck Scholz, PW Director
Albany Democrat-Herald
Attn: Alex Paul
PO Box 130
Albany, OR 97321

Michele Eldridge, City Recorder/Asst. City Administrator
Tim Gaines, Finance Officer
Lou Willcox via kaizan@comcast.net
Tri-County Tribune