



Harrisburg Personnel Committee
Minutes Summary for February 6, 2018

Date: February 6, 2018

Time: 6:12PM (Immediately following the City Council Special Session)

Place: City Hall, located at 120 Smith St.

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

Called to order by Chairperson Downey at 6:12PM

1. *Caughey motioned to approve the minutes for May 17, 2017, and was seconded by Boese. Passed unanimously.*
- 2.a. **SUBJECT: Review and Discuss the Cost of Living (COLI) and CPI Changes**
- 2.b. **DISCUSSION:** The Personnel Committee was a little concerned about the effects of inflation; they had thought that perhaps the percentage could be higher; however, Latta reminded them that they could adjust the recommended figure anytime in the future. Boese wanted clarification if this was a three-year contract; but Latta told him no; it's not set in stone. They can change the figure at any time. Eldridge added that is a typical time frame for most contracts for union schedules, which work fine for this process as well.
- 2.c. **ACTION:** *Caughey motioned to apply a 2% COLI increase to the Harrisburg wage schedule starting in budget year 2018-2019, and to adjust as necessary in 2019-2020 and 2020-2021. The motion died due to a lack of a second. Caughey then motioned again, to withdraw his previous motion, and to apply the 2% COLI to the Harrisburg Wage Scale in 2018-2019, 2019-2020, and in 2020-2021. He then further motioned to conduct a comprehensive wage analysis in 2020 for fiscal year 2021-2022. He was seconded by Boese, and the Personnel Committee voted unanimously to approve and apply the 2% COLI increase to the Harrisburg Wage Schedule starting in FY 2018-2019, and continuing for a 3-year period, as well as conducting a formal wage analysis in 2020 for FY 2021-2022.*
- 3.a. **SUBJECT: City Administrator Evaluation and Review of the CA Contract.**
- 3.b. **DISCUSSION:** The committee opened and reviewed the 9 evaluations that been received. The final score was a composite rating of 3.6 out of 4. Latta then handed out a suggested amendment to his employment agreement (Please see Addendum No. 1), and a memo outlining his accomplishments for the past year. (Please see Addendum No. 2) The memo outlined the reasons for why he was asking for \$5,500, which is an amount that is roughly 6% amount of his current salary. One of two main reasons in support of his request, is that he is not on the wage scale for the City.

Therefore, he is not subject to COLI increases. The other main reason is that in the City Administrator survey that was discussed last year, the committee will see that none of the other managers handle the planning duties. In the meanwhile, he is the full planner for the City. The average budget for City planning when contracted out is anywhere from \$15,000 to \$30,000. He saves the City a significant amount of money by doing our planning in-house. He then outlined the accomplishments of the last year, which were substantial. The committee had wanted to give him some kind of increase this year, and the discussion included that the amount he is requesting should be made in the form of a bonus. This will prevent the over-inflation of his contract (due to Planning), which could cause issues when hiring a future City Administrator.

- 3.c. ACTION:** *Boese motioned to give the City Administrator a rating of 3.6 out of 4, and to forward the results of the annual evaluation to the City Council meeting scheduled for February 14, 2018. He was seconded by Caughey, and the Personnel Committee voted unanimously to recommend the rating of 3.6 out of 4 for City Administrator/Planner Brian Latta.*

Caughey motioned to recommend to the City Council that they approve the one-time bonus to the City Administrator, for \$5,500, and the amendments to the employment contract as stated. He was seconded by Boese, and the Personnel Committee voted unanimously to approve the recommendation to the City Council that Latta receive a \$5,500 one-time bonus, and the amendments to the Employment Contract as shown in Addendum No. 1.

- 4. The Committee adjourned the meeting at 7:17p.m.**