



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.

August 08, 2019

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