



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

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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