



Harrisburg PERSONNEL COMMITTEE



Chairperson Kimberly Downey, Mike Caughey & Robert Boese

***REVISED DATE: THE PERSONNEL COMMITTEE WILL BE MEETING ON
THURSDAY, May 5th, 2016!***

Date: Thursday, May 5, 2016
Time: 6:00 p.m.
Place: City Hall, 120 Smith St.
Exhibits:
1. Minutes of April 7, 2016
2. Proposed City Administrator Evaluation

Items

- 1.a. SUBJECT: Review the minutes for April 7, 2016
- 1.b. ACTION: Approve the minutes for April 7, 2016
- 1.c. MOTION: *"I motion to approve the minutes for April 7, 2016"*

- 2.a. SUBJECT: Review the proposed City Administrator Evaluation Form
- 2.b. ACTION: Review and approve or approve as amended, the proposed City Administrator Evaluation Form
- 2.b. MOTION: *"I motion to approve (or to approve as amended), the proposed City Administrator Evaluation Form"*.

3. 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



Harrisburg Personnel Committee
Minutes Summary for April 7, 2016

Date: April 7, 2016

Time: 6:04PM

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 6:04PM

1. **Boese motioned to approve the minutes for March 1, 2016, and was seconded by Caughey. Passed unanimously.**
- 2.a. **SUBJECT: Discuss and Review Proposed Changes to History and Introduction Amendments (Formerly Policy 101), and Policies 121 At-Will Status & Discipline, 130 Miscellaneous Oregon Leave Laws, 135 Miscellaneous Policies, 136 Employee Use of Vehicles, 137 Personal Use of City Equipment, 138 Electronic Technologies Policy and Procedures, now Computers, Telecommunication Devices and Other Electronic Equipment, and 139 Identity Theft Protections Policy, now Confidential City Information**
- 2.b. **ACTION: Caughey motioned to forward the amendments to the Historical and Introduction Sections of the Employee Manual, along with Policies 121, 130, 135, 136, 137, 138, and 139 of the Employee Manual to the City Council for approval, as amended. He was seconded by Boese. Passed Unanimously.**
- 3.a. **SUBJECT: Discuss the Librarian Supervisor Change, and proposed amendments to the job descriptions**
- 3.b. **ACTION: Boese motioned to recommend to the City Council that they approve the proposed job descriptions, as amended, with an effective date of April 18, 2016, and was seconded by Caughey. Passed unanimously.**
- 4.a. **SUBJECT: Discuss the City Administrator's Evaluation Process. 13 cities provided copies of their City Administrator/Manager Evaluations.**
- 4.b. **ACTION The Personnel Committee decided that they liked a fusion of several of the examples that were reviewed. Staff will revise the evaluation, and will send it out via email for committee**

approval. Once approved, Staff will send out the evaluations as normal. The deadline for evaluations to be received will be May 30th, for the June 2nd Personnel Committee meeting and the Council will follow up on the evaluation at the meeting on June 8th.

5. OTHER:

Temporary Employee

- Eldridge told the Committee that the newest policy for hiring indicates that the City Administrator is authorized to hire a temporary employee for up to ten days. The temporary employee that we are using to fill Patsy's position will likely be used for a minimum of 30 days.
- ACTION: Consensus from the committee is that they authorized the City to hire in a temporary employee during Patsy's absence, for however long that is needed.

With no other business to discuss, the meeting was adjourned at 8:52p.m.

City Administrator/Planning Director Evaluation

PURPOSE: To provide Brian Latta, City Administrator/Planning Director with information so that he can identify how to best serve and work with city officials, employees and citizens.

INSTRUCTIONS: Review the following questions, and indicate how well duties have been performed during the last year by rating his performance by the scale below. Comments are very important and are encouraged. A rating of 1 requires a comment to best inform the City Administrator of exactly which actions require a higher performance level. You may assign a N/A if you have not observed the City Administrator in action for the questions asked.

<u>Rating</u>	<u>Description</u>
1	Unacceptable - Unsatisfactory performance
2	Conditional - Requires Improvement
3	Satisfactory - Meets expectations
4	Outstanding - Substantially exceeds Councils expectations
N/A	Have not observed

Public Relations		
When working with the public, is the City Administrator diplomatic and represent the City in a positive way? Does the City Administrator make meaningful effort to educate and assist citizens?	Rating	Comments:

Leadership		
Does the City Administrator inspire others to succeed? Does he actively promote efficiency in operations? Does he demonstrate a high regard for professional ethics?	Rating	Comments:

Decision Making		
Is the City Administrator objective in decision making? Does the City Administrator exhibit the ability to resolve problems under strained and unpleasant conditions? In making decisions, does the City Administrator use common sense, tact and diplomacy? Does the City Administrator use logical and sound judgment when making decisions?	Rating	Comments:

Execution of Laws & Policies		
Does the City Administrator understand applicable laws and ordinances and cause them to be fairly enforced?	Rating	Comments:

Employee Relations – City Councilors & Planning Commission can answer this section if they have observed the CA’s interaction with employees.		
In your interaction with the City Administrator, has he been courteous and respectful, and serve as a positive example for employees? Does the City Administrator seek to assist you in your professional development and give you training opportunities?	Rating	Comments:

Setting and Achieving Goals		
Does the City Administrator work with Councilors and staff to identify future needs? Does the City Administrator take appropriate steps within fiscal limitations to achieve goals while also incorporating the use of the Strategic Plan?	Rating	Comments:

Economic Development		
Is the City Administrator responsive to local and prospective businesses in the City? Does he encourage business growth by promoting the city and improving our business community?	Rating	Comments:

Intergovernmental Relations		
Does the City Administrator cooperate cordially with neighboring communities and other government organizations who interact with the City of Harrisburg?	Rating	Comments:

City Official Relations		
Does the City Administrator work well with the City Council in making sure there is adequate information available prior to meetings? Is he willing to meet with council members to deal with individual problems and issues?	Rating	Comments:

Planning		
Does the City Administrator make recommendations to the Planning Commission and City Council where appropriate, on development related issues, zoning and Comprehensive Plan matters? In fulfilling his planning duties, does the City Administrator/Planning Director work with the public, developers and decision makers in fairly applying city land use laws and regulations? Does the City Administrator/Planning Director effectively use the City's Comprehensive Plan, Master Plans, and long range planning goals in fulfilling the mission of the City?	Rating	Comments:

Financial Management / Budget		
Does the City Administrator ensure the budget is prepared and executed in the manner approved by the city council? Does he ensure the city's funds and monetary reserves are managed properly?	Rating	Comments:

Additional Comments:

Date: _____

In order for this evaluation to be more valuable, it's helpful to know if it was completed by:
 City Councilor Planning Commissioner Department Head Other Staff (By Group- PW, Office, Library, HART Family Resource Center

Comment [ME1]: HART will need to come off of here in the future, but for 2016, is still a City Department