



Harrisburg Personnel Committee  
Minutes Summary for February 5, 2019

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Time: 6:30PM

Place: Senior Center, located at 354 Smith St.

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

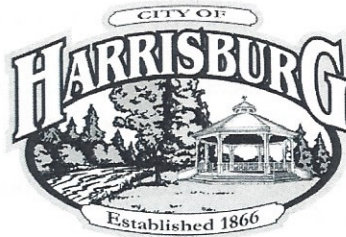
**Called to order by Chairperson Downey at 6:30PM**

1. ***Boese motioned to approve the minutes for Feb 6, 2018 and was seconded by Downey. Passed unanimously.***
  
- 2.a. **SUBJECT: Open and Review Evaluations for the City Administrator, Review the City Administrator Employment Agreement and amended Job Description.**
- 2.b. **DISCUSSION:**
  - **Job Description:** Caughey had sent a suggestion to the Job Description (Addendum No. 1) to include the Junction City co-sponsor language. While it's technically included under the language of authorization applications, after discussion, the committee decided to add the language to the Harrisburg Enterprise Zone Manager "provides assistance to Junction City as a co-sponsor when needed."
  - **Employment Agreement:** Eldridge had no suggested changes. However, Latta handed out his memo to the Personnel Committee (Addendum No. 2), and asked for the language from the ICMA (International City Managers Association) Code of Ethics to be added to the agreement. The Personnel Committee liked the addition.
  - **Evaluation:** The committee opened and reviewed the 8 evaluations that been received. The final score was a composite rating of 3.74 out of 4.
  - **Salary:** The Committee decided that based on the City Administrators performance over the last year that a bonus of \$5,000 would be recommended for award to the City Administrator. This would again, be issued as a bonus, as opposed to an adjustment of the base wage, due to avoiding an over inflation of the positions salary level. (In the future, the City may be contracting out planning duties, which typically run between \$15,000 and \$30,000.) The Personnel Committee did discuss some of the challenges to the budget that the City will be working with in the future.
- 2.c. **ACTION: *Boese motioned to give the City Administrator a rating of 3.74 out of 4, and to forward the results of the annual evaluation to the City Council meeting scheduled for February 12, 2019; to recommend to the City Council that they approve the one-time bonus to the City Administrator, for \$5,000; recommend to the City Council that they approve the City Administrator Job Description as***

***amended, and to recommend to the City Council that they approve the suggested amendments to the City Administrator's employment contract. He was seconded by Downey, and the Personnel Committee voted unanimously to make the recommendations to the City Council at the meeting next week, based upon the motions made.***

- 3 ***Others:*** The Personnel Committee will be discussing changes to the performance evaluation and process in the future, as well as anticipated changes to job descriptions. The meeting date and time will be decided in the future.

**The Committee adjourned the meeting at 8:20p.m.**



## City Administrator Position Description

**Reports to:** City Council.

**Job Summary:** The incumbent is responsible for the effective and efficient delivery of municipal services. Work is performed under the policy guidance of the City Council who holds the incumbent accountable for achieving Council goals and directives. This position is salaried and exempt from overtime wages.

**Supervisory Responsibility:** The incumbent supervises ~~the~~ Department ~~Heads~~, Municipal Court Clerk/Utility Billing Supervisor and Librarian, and encourages a team environment.

### Essential Duties/Functions and Responsibilities

1. Coordinates the activity, planning, and financial performance of all city departments.
2. Advises the City Council at all times of the affairs and needs of the city.
3. Assures compliance with the city Employee Manual and, as needed, recommends changes to the Personnel Committee.
4. Confers with department heads and others on varied operating and administrative problems.
5. Reviews departmental plans, programs, and procedures.
6. Suggests innovations and methods to improve the standard of services rendered.
7. Formulates and proposes ordinance changes and policy alternatives to the City Council.
8. Recommends citywide goals and objectives to the City Council annually in the 5-year strategic plan.
9. Attends and participates in <sup>Space</sup> public meetings, as required.
10. Prepares and reviews personnel evaluations.
11. Responsible for all hiring and disciplinary procedures.
12. Provides training opportunities for city staff and city officials.
13. Searches for and applies for appropriate grants and administers awarded grants.
14. Advises Council members in deliberations on policy and ordinance issues.
15. Responsible for enforcing code violations and verifying that City departments are following Council policy.

- 16. Coordinates and supervises Harrisburg Municipal Court operations.
- 17. Encourages and develops economic opportunities with citizens and businesses.
- 18. Represents the city in hearings with other governmental entities.
- 19. Responds to concerns and complaints from citizens and businesses.
- 20. Working with department heads, maintains positive work environments for employees.
- 21. Counsels the Finance Officer in presenting budget proposals to the Budget Committee and the City Council.
- 22. Counsels with the Finance Officer in renewing franchise agreements.
- 23. Provides information to and answers questions of media representatives.

**Non-essential Duties:**

The City Administrator should expect to perform many tasks that may not be listed

*above* **Other Significant Duties:**

City Planner: Makes recommendations to the Planning Commission and the City Council, where appropriate, on development related issues, zoning, and Comprehensive Plan matters. Provides staff support to the Planning Commission. Prepares staff reports for land use applications. Advises citizens on city ordinance requirements. Prepares and reviews improvement agreements between the city and developers. Advises the Planning Commission and the City Council on long range planning considerations and changes to land use ordinances. Performs field inspections of land use sites, as needed. Reviews site plans and land use applications for compliance with city ordinances. Updates the Comprehensive Plan and other planning studies and documents as needed. Provides staff support to the Planning Commission on matters relating to the Urban Growth Boundary and annexations.

Harrisburg Redevelopment Agency Director: Oversees appropriate commercial and industrial development. Prepares agendas and provides guidance to the Agency. Works with property owners and industrial properties within the Urban Renewal District, along with state and county officials, to provide the most meaningful economic development possible.

Harrisburg Enterprise Zone Manager: Advises the City Council on the goals and the use of the program. Provides review and approval of Authorization Applications. Works with authorized companies to ensure timely claim filing and assisting with other needs. Keeps current and prospective industries informed of the purposes of the program. Prepares reports associated with the program.

*Works with Junction City on areas in their boundaries. (Now a shared responsibility with JC for their area)*

**Qualifications and Experience:**

**Minimum:** Bachelor's degree in public or business administration or planning; five years progressively responsible administrative experience, preferably in municipal government; any equivalent combination of experience and education

and training which demonstrates the ability to perform the above described duties. Knowledge of municipal government organization, powers, and functions; principles and practices of public administration; public financing and budgeting; personnel management, labor law; and land use planning. Abilities to appraise the quality of varied municipal services through inspection and review of work reports and effectively initiate improvements in management methods; interpret and apply laws, rules, and regulations; recognize and analyze situations, problems, and financial statements; direct, supervise, and evaluate the work of others; establish and maintain cooperative and harmonious working relationships with city officials, department heads, employees, business and government organizations, and the general public; and communicate effectively in both verbal and written forms.

**Desirable:** Master's degree in public or business administration or planning preferred. Local government experience.

**Work Relationships:** The incumbent will have frequent contact with elected and appointed officials, other City staff, attorneys, the Harrisburg School District, Harrisburg Fire/Rescue, city boards and committees, contractors, regulatory agencies, and citizens.

**Physical Demands:** The work is primarily sedentary, but periods of walking and standing are required when the incumbent is involved in inspecting projects and various situations in various places in the city and when meeting with citizens.

**Mental and Physical Demands:** Reading and comprehension skills are routinely required on an everyday basis. The incumbent may be required to operate a computer up to six hours a day.

**Working Conditions:** Work is generally performed in an office environment with a controlled climate, but the incumbent must interact with business and citizens in the outdoors where the typical climate conditions of western Oregon will prevail.

**Attendance Requirements:** Most work is done during weekdays. Some evening work is required, and occasional weekend work is necessary.

# MEMORANDUM

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To: Michele Eldridge and Personnel Committee

From: Brian Latta, City Administrator – Harrisburg

Date: February 5, 2019

Re: Performance Review and Employment Contract

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## **Performance Review**

Thank you for taking your time to evaluate my performance over the past 12 months. I appreciate the feedback and strive to continually improve for the betterment of myself and the City of Harrisburg. This past year the City Council established three priorities from the strategic plan, which I have personally taken on as goals for the year. The priorities included: providing safe and accessible streets and finding funding to improve our streets and sidewalks; water bond project; and, working with developers and the business community to encourage private investment in Harrisburg.

### Streets & Funding

- Increased Street Maintenance Budget by \$100K
- Kesling Street Project is Out to Bid
- Downtown Street Project will be out to Bid early spring
- Applied for TGM Grant for TSP Update
- Applied for SRTS Grant for 9<sup>th</sup> Street Sidewalk
- Worked on BUILD Grant application

### Water Project

- Working with City Engineer and Jacobs Engineering on Completing Water Master Plan
- Ensuring the bond rates are still within our limits

### Business & Development

- Two HRA Grants Issued (Odd Fellows building; Voo Tavern)
- Twenty (20) Land Use Cases Processed in 2018
  - Notable Cases – RV Storage Facility, Magnuson Dental Office, Farmer’s Helper Expansion, Grocery Deals Expansion, McCracken Trucking, Precision Prefinishing Expansion, and Knife River Office Building.
- Obtained ROI Grant; Hired Venture Catalyst as Part of 8-City Collaborative to Support Entrepreneurs
- Legislative Involvement to Improve Local and Statewide Wetland Barriers to Development
- Obtained Grant for Pacific NW Marathon Running Race and Relocated Race to Harrisburg

## Employment Contract

Thank you for working with me each year to refine and make minor adjustment to my employment contract. I am happy with the adjustments proposed by Michele. I would like to include one addition. As you know, I am a member of ICMA, which is the professional association for City Managers and Administrators. As a member of this organization, I live and make daily decisions at work by a code of ethics. I would like to include the code of ethics as an attachment to my contract and propose the following language:

### Section 11: Ethical Commitments

Employee will at all times uphold the tenets of the ICMA Code of Ethics, a copy of which is attached hereto and incorporated herein. Specifically, Employee shall not endorse candidates, make financial contributions, sign or circulate petitions, or participate in fundraising activities for individuals seeking or holding elected office, nor seek or accept any personal enrichment or profit derived from confidential information or misuse of public time.

Employer shall support Employee in keeping these commitments by refraining from any order, direction or request that would require Employee to violate the ICMA Code of Ethics. Specifically, neither the governing body nor any individual member thereof shall request Employee to endorse any candidate, make any financial contribution, sign or circulate any petition, or participate in any fund-raising activity for individuals seeking or holding elected office, nor to handle any matter of personnel on a basis other than fairness, impartiality and merit.

If this section is included in my contract, the existing sections 11 through 14 will need to be renumbered accordingly. See attached the ICMA Code of Ethics.

## Salary

Thank you for considering my compensation on an annual basis. I appreciate the information put together by Michele and available in your packet. I want to include a few additional pieces of data and thoughts as you make a decision regarding my salary.

Since FY2016-17, my salary has stayed static at \$92,460 and this was by my request. The purpose for this request was to not inflate my salary with annual cost of living increases due to the planning work I bring to the position, in the event you need to replace me in the future with a non-planner type of manager. Instead of annual salary increases, my recommendation was to consider performance bonuses. In FY16-17 you gave me a \$750 bonus, and in FY17-18 you gave me a \$5,500 bonus. For comparison, if you were to simply give me the cost of living increases provided to other employees since FY16-17, my annual salary in FY19-20 would be \$98,119. In aggregate, including a 2% COLI in FY19-20, the City would have paid me \$4,994 more with the three 2% COLI, than you have with the two bonuses. See table 1 for the calculations.

Table 1: Salary Calculations

<b>Fiscal Year</b>	<b>Actual Salary</b>	<b>Bonuses</b>	<b>Adjusted Salary (2% COLI for FY17-18, 18-19, and 19-20)</b>
16-17	\$92,460	\$750	\$92,460
17-18	\$92,460	\$0	\$94,309
18-19	\$92,460	\$5,500	\$96,195
19-20	\$92,460	TBD	\$98,119
<b>Totals</b>	<b>\$369,840</b>	<b>\$6250</b>	<b>\$381,084</b>
<b>Grand Total</b>	<b>\$376,090</b>		
<b>Difference between Actual Salary &amp; Bonuses, and COLI</b>			<b>\$(4,994)</b>

I am continuing to request the Personnel Committee and City Council not adjust my base wage from \$92,460 this fiscal year. I believe this is a competitive wage for a City Administrator position in a small city. In the next few years it will be appropriate to increase the base wage so as to maintain the City Administrator position as the highest paid position in the City.

If the Personnel Committee and City Council desire to provide a bonus in keeping with the other employee's cost of living increases since FY17-18, a minimum \$5,000 bonus would be appropriate.

I want to state in this memorandum that some tough financial decisions are facing the City in the next several months. These decisions may negatively affect personnel. Staff will continue to propose a 2% COLI in FY19-20 for all City employees on the wage scale, but cut backs in other areas, including layoffs, are likely.

#### **Conclusion**

I just want to say "Thank You"! It is a pleasure to serve the City Council and citizens of Harrisburg.



# ICMA Code of Ethics

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The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

1. Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.
2. Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant
3. Demonstrate by word and action the highest standards of ethical conduct and integrity in all public, professional, and personal relationships in order that the member may merit the trust and respect of the elected and appointed officials, employees, and the public.
4. Recognize that the chief function of local government at all times is to serve the best interests of all people.
5. Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.
6. Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.
7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.
8. Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.
9. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
10. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.
11. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.
12. Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

*Adopted by the ICMA Executive Board in 1924, and most recently revised by the membership in June 2017.*

# ICMA