



Personnel Committee Agenda  
February 18, 2026  
5:30 PM

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**Chairperson:** Kimberly Downey  
**Committee Member:** Mike Caughey  
**Committee Member:** Randy Klemm  
**Meeting Location:** Harrisburg Municipal Center Located at 354 Smith St

**PUBLIC NOTICES:**

1. *This meeting is open to the public and will be tape-recorded.*
2. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodation, including assisted listening devices, sign language assistance or interpreter services are requested to contact the City Recorder, at least 48 hours prior to the meeting date. If a meeting is held with less than 48 hours' notice, reasonable effort shall be made to have an interpreter present. The requirement does not apply to an emergency meeting as per ORS 192.630(5).*
3. *If you wish to testify, and are unable to attend, please contact the City Recorder to be placed on a Conference Call list during the meeting.*
4. *The City of Harrisburg does not discriminate against individuals with disabilities and is an equal opportunity provider.*
5. *For more information regarding items of discussion on this agenda, or to be added to our email distribution list please contact City Recorder Lori Ross, at 541-995-6655 or at [lross@ci.harrisburg.or.us](mailto:lross@ci.harrisburg.or.us).*

**CALL TO ORDER AND ROLL CALL**

**CONCERNED CITIZEN(S) IN THE AUDIENCE.** (Please limit presentation to two minutes per issue.)

**APPROVAL OF MINUTES**

- 1. MOTION TO APPROVE THE PERSONNEL COMMITTEE MINUTES FOR MARCH 13, 2025**
- 2. THE MATTER OF CONSIDERING A COST-OF-LIVING SCALE FOR CITY EMPLOYEES IN 2026-2027**

**STAFF REPORT:**

Exhibit A: Bureau of Labor Statistics News Release

Exhibit B: PERS News Release

Exhibit C: CPI-W for 2025

**ACTION: TBD**

- 3. THE MATTER OF THE ANNUAL EVALUATION OF THE HARRISBURG CITY ADMINISTRATOR**

**STAFF REPORT:**

Exhibit A: Performance Review Memo from Michele Eldridge

Exhibit B: Blank City Administrator Job Evaluation

Exhibit C: City Administrator Employment Agreement-Red-lined

Exhibit D: Strategic Plan Priorities

Exhibit E: City Administrator Job Description-Red-lined

**ACTION:**

***MOTION TO GIVE THE CITY ADMINISTRATOR A RATING OF \_\_\_\_\_ OUT OF 5 AND TO FORWARD THE RESULTS OF THE ANNUAL EVALUATION TO THE CITY COUNCIL MEETING SCHEDULED FOR MARCH 10, 2026.***

***IF APPLICABLE: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THE CITY ADMINISTRATOR BE GIVEN A SALARY INCREASE OF \$ \_\_\_\_\_ FOR HER PERFORMANCE IN 2025, WITH AN EFFECTIVE DATE OF \_\_\_\_\_***

***IF APPLICABLE: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THE CITY ADMINISTRATOR BE GIVEN A COST-OF-LIVING INCREASE OF \_\_\_\_\_ %, IF THE BUDGET ALLOWS***

***IF APPLICABLE: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THE CITY ADMINISTRATOR BE AWARDED A BONUS IN THE AMOUNT OF \$ \_\_\_\_\_, IF THE BUDGET ALLOWS, WITH AN EFFECTIVE DATE OF \_\_\_\_\_***

***IF APPLICABLE: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THE CITY ADMINISTRATOR EMPLOYMENT AGREEMENT IS UPDATED IN SECTION 7.2 AND SECTION 9.1***

**ADJOURN**