



Personnel Committee Meeting Agenda  
February 23, 2022  
6:30 PM

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**Chairperson:** Kimberly Downey  
**Committee Member:** Mike Caughey  
**Committee Member:** Robert Boese  
**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. *Copies of the Staff Reports or other written documents relating to each item on the agenda are on file in the office of the City Recorder and are available for public inspection.*
3. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices and sign language assistance are requested to contact City Hall at 541-995-6655, 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 for an interpreter does not apply to an emergency meeting. ORS 192.630(5)*
4. *Persons contacting the City for information requiring accessibility for deaf, hard of hearing, or speech-impaired persons, can use TTY 711; call 1-800-735-1232, or for Spanish voice TTY, call 1-800-735-3896.*
5. *The City of Harrisburg does not discriminate against individuals with disabilities, and is an equal opportunity provider.*
6. *If you wish to provide testimony, but are unable to attend, please contact the City Recorder to be part of a conference call during the meeting.*
7. *This facility is disinfected; masks must be worn inside.*
8. *For information regarding items of discussion on this agenda, please contact City Recorder/Municipal Court Clerk Lori Ross, at 541-995-6655*

**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 Minutes of May 4, 2021

**2. THE MATTER OF THE ANNUAL EVALUATION OF THE HARRISBURG CITY ADMINISTRATOR**

**STAFF REPORT:**

Exhibit A: Blank City Administrator Job Evaluation

Exhibit B: City Administrator Employment Agreement

Exhibit C: Strategic Plan Priorities

Exhibit D: City Administrator Job Description

**ACTION:**

*Motion to give the City Administrator a rating of \_\_\_\_\_ out of \_\_\_\_\_ and to forward the results of the annual evaluation to the City Council meeting scheduled for March 8, 2022.*

*Motion to recommend to the City Council that they approve the amendments to the City Administrator Job Description.*

**3. THE MATTER OF CONSIDERING A COST-OF-LIVING SCALE FOR CITY EMPLOYEES OUTSIDE OF YEARS WHEN THERE IS NO WAGE ANALYSIS**

**STAFF REPORT:**

Exhibit A: Bureau of Labor Statistics News Release

Exhibit B: CPI-W

**ACTION:      TBD**

**ADJOURN**