



Personnel Committee Meeting Agenda
February 06, 2024
6:30 PM

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. *For information regarding items of discussion on this agenda, please contact City Recorder, 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 FROM THE FEBRUARY 7, 2023 PERSONNEL COMMITTEE MEETING

2. THE MATTER OF CONSIDERING A COST-OF-LIVING SCALE FOR CITY EMPLOYEES IN 2024-2025

STAFF REPORT:

Exhibit A: Bureau of Labor Statistics News Release

Exhibit B: CPI-W for 2023

ACTION: TBD

3. THE MATTER OF DISCUSSING AN ALTERNATIVE WORK SCHEDULE FOR CITY EMPLOYEES

STAFF REPORT:

Exhibit A: BYU Study

Exhibit B: Email Responses

Exhibit C: Work Schedule Survey

Exhibit D: Work Schedule Survey Results Summarized

ACTION: TBD

4. 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

Exhibit D: Strategic Plan Priorities

Exhibit E: 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 12, 2024.

IF APPLICABLE: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THE CITY ADMINISTRATOR BE GIVEN A SALARY INCREASE OF \$ _____ FOR HER PERFORMANCE IN 2022/2023, 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 _____

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