



Personnel Committee Agenda

March 13, 2025

6:30 PM

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. *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/Court Administrator 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 PERSONNEL COMMITTEE MINUTES FOR FEBRUARY 6, 2024**
- 2. THE MATTER OF CONSIDERING A WAGE ANALYSIS FOR CITY EMPLOYEES IN FISCAL YEAR 2025-2026**

STAFF REPORT:

Exhibit A: Wage Analysis for 2025-2026

Exhibit B: CPI-W and Social Security COLA

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

Exhibit D: Strategic Plan Priorities

Exhibit E: City Administrator Job Description-Redlined

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 25, 2025.

IF APPLICABLE: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THE CITY ADMINISTRATOR BE GIVEN A SALARY INCREASE OF \$ _____ FOR HER PERFORMANCE IN 2024, 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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