



Personnel Committee Meeting Minutes February 07, 2023

Chairperson: Kimberly Downey, Presiding
Committee Member Present: Mike Caughey
Committee Member Absent: Robert Boese
Staff Present: City Administrator Michele Eldridge, Finance Officer/Deputy
City Recorder Cathy Nelson and City Recorder/Municipal
Court Clerk Lori Ross
Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

ALL TO ORDER AND ROLL CALL by Chairperson Kim Downey at the hour of 6:30pm.

CONCERNED CITIZEN(S) IN THE AUDIENCE. None Present.

APPROVAL OF MINUTES

- Caughey motioned to approve the minutes from the February 23, 2022 Personnel Committee meeting and was seconded by Caughey. The motion passed by a vote of 2-0. (Yes: Downey and Caughey. No: None.)

THE MATTER OF CONSIDERING A COST-OF-LIVING SCALE FOR CITY EMPLOYEES IN 2023-2024

STAFF REPORT: Eldridge stated the Personnel Committee evaluates yearly a Cost-of-Living Increase (COLI) for employees and last year's COLI was 4.5%. Eldridge reviewed the Consumer Price Index (CPI) on page 16 and stated the 12-month average is 7.95%. Eldridge referred to **Addendum 1** showing a 4.5% COLI costing the City \$36,040 and a 6.5% COLI costing \$61,135 which is a difference of about \$25,000. (Addendum 1 is available by contacting the City Recorder.) Eldridge commented on the importance of keeping up with the cost of living for our employees. Eldridge informed Council that the City did have two new Public Works employees start on February 1st and a new Librarian who is scheduled to start on Friday.

- Downey asked where the \$61,000 would come from and Nelson replied from property taxes which have increased by 40%.
- Eldridge noted these payroll figures are based on having four seasonal employees this next fiscal year.
- Nelson also noted it also includes budgeting for a part-time administrative assistant and a planning clerk.

- Downey asked if there was a savings by having a recently retired employee and Nelson responded yes as PERS is considerably higher for a retired employee.
- Caughey commented that he has been researching different COLI options and his recommendation is 6.5%. Downey agreed.
- The consensus from the Personnel Committee is to take to City Council for review recommending a 6.5% COLI.

THE MATTER OF DISCUSSION IN RELATION TO CDL CHANGES

STAFF REPORT: Eldridge reviewed the staff report noting that in 2022, the Legislature changed the requirements for obtaining a CDL and the cost associated now is \$4,000 to \$6,000. She wanted to clarify that the City owns three vehicles that require a CDL, and not one as indicated in the staff report. Eldridge wanted the Personnel Committees feedback on how we should proceed with paying for that expense for our employees.

- Downey didn't agree that the City should be paying for a CDL, and we should make that a requirement before hiring. She suggested a step increase verses paying.
- Caughey commented that the City does currently pay for all employee's trainings and education. He suggested having the employee with the City for two years, then requiring the CDL. He also noted how hard it is to find CDL holders.
- Nelson suggested a contract for the employee stating if they leave our employment within a certain time frame, they must pay the City back for cost associated with obtaining the CDL.
- Caughey asked what Scholz thoughts were about the topic and Eldridge stated he's not sure how to deal with it, but they think a contract will be the best thing. Eldridge also added that the City could hire out jobs that require a CDL driver but that would likely be difficult.
- Caughey suggested checking with other cities to see how they are handling this.
- The consensus was to bring back to a future meeting.

THE MATTER OF THE ANNUAL EVALUATION OF THE HARRISBURG CITY ADMINISTRATOR

STAFF REPORT: Downey read aloud an email she had received regarding Michele's evaluation. (Email is available in the City Recorder's office.) Eldridge commented that the last Planning Commission meeting was a difficult one being the first case involving the new code and understood there could be confusion with the agenda. She commented that she reached out to John Hitt for analysis of the Staff Report.

- Downey started reading the reviews submitted by City Council members, Planning Commission members, and then City staff for a total of 13 reviews. (Ross and Caughey to tally the scores.)
- Downey informed Eldridge that she wants to see her leaving work at a decent time this next year and she will be following up on her. This was also suggested by several employees.
- At the end of the review, Ross had a total average of 3.45 and Caughey (after confirmed by Nelson) had an average of 3.46.
- It was the consensus of the Personnel Committee to give Eldridge a 3.46 out of 4 and a wage increase of \$5,000 for a total salary of \$100,000 plus the 6.5% COLI if the budget allows.

With no further discussion, the Personnel Committee meeting was adjourned at hour of 8:57pm

Due in inconsistent totals, Ross tallied the results again and it was confirmed that her average was 3.48 out of 4. This average will be forwarded to the City Council.

2023/2024 6.5% COLI

	General Fund Total	Street Fund Total	Library Fund Total	Water Fund Total	Sewer Fund Total	Totals
Regular Wages	325,083.07	\$28,750.60	\$43,424.83	\$287,289.27	\$287,289.27	\$971,837.04
Admin Assistant	\$5,500.00					\$5,500.00
Judge Salary	\$9,600.00					\$9,600.00
Overtime Wages	\$0.00	\$850.00		\$8,075.00	\$8,075.00	\$17,000.00
FICA	\$ 24,553.11	\$2,381.75	\$3,322.00	\$23,730.14	\$23,730.14	\$77,717.14
PERS	98,600.04	\$8,668.56	\$7,744.41	\$86,498.46	\$86,498.46	\$288,009.94
Health Insurance	88,980.00	\$10,224.00	\$0.00	\$102,438.00	\$102,438.00	\$304,080.00
Disability, Life & ADD	792.50	\$67.75	\$0.00	\$679.88	\$679.88	\$2,220.00
Comp & Longevity	5,702.14	\$332.17	\$0.00	\$3,421.71	\$3,421.71	\$12,877.74
SUTA	320.12	\$65.67	\$43.42	\$638.05	\$638.05	\$1,705.33
W/C Monthly	144.44	\$57.05	\$46.67	\$547.73	\$547.73	\$1,343.63
W/C Annually	\$3,000.00	\$2,000.00	\$325.00	\$7,000.00	\$7,000.00	\$19,325.00
Cell Phones	\$300.00	\$120.00		\$1,140.00	\$1,140.00	\$2,700.00
Clothing				1,200.00	\$1,200.00	\$2,400.00
On Call				\$2,012.50	\$2,012.50	\$4,025.00
Seasonal				\$5,000.00	\$15,000.00	\$20,000.00

Totals	\$562,575.43	\$53,517.56	\$54,906.33	\$529,670.75	\$539,670.75	\$1,740,340.83
Diff - Base	\$41,276.27	\$1,147.30	(\$8,279.83)	\$13,495.84	\$13,495.84	\$61,135.42
Diff - 4.5% Coli	\$8,424.99	\$741.74	\$1,094.99	\$7,416.36	\$7,416.36	\$25,094.46

CITY OF HARRISBURG

WAGE SCALE

2023/2024

This shows 5.5% COLI								
PUBLIC WORKS DIRECTOR	\$79,898.28	\$83,094.21	\$86,417.98	\$89,874.70	\$93,469.69	\$97,208.48	\$101,096.81	\$105,140.69
CITY RECORDER/COURT CLERK	\$51,816.58	\$53,889.25	\$56,044.82	\$58,286.61	\$60,618.07	\$63,042.80	\$65,564.51	\$68,187.09
FINANCE OFFICER/DEPUTY CR	\$71,928.26	\$74,805.39	\$77,797.60	\$80,909.51	\$84,145.89	\$87,511.72	\$91,012.19	\$94,652.68
PUBLIC WORKS FOREMAN	\$64,075.49	\$66,638.51	\$69,304.05	\$72,076.21	\$74,959.26	\$77,957.63	\$81,075.94	\$84,318.97
UB SUPER/BLDG PRMT/CODE ENF	\$47,307.50	\$49,199.80	\$51,167.79	\$53,214.51	\$55,343.09	\$57,556.81	\$59,859.08	\$62,253.45
UTILITY III	\$24.50	\$25.47	\$26.49	\$27.55	\$28.66	\$29.80	\$30.99	\$32.23
UTILITY II	\$22.52	\$23.43	\$24.36	\$25.34	\$26.35	\$27.40	\$28.50	\$29.64
UTILITY I	\$20.36	\$21.18	\$22.02	\$22.91	\$23.82	\$24.77	\$25.77	\$26.80
UTILITY BILLING II	Carson/Jeremy	\$21.20	Zachary/Luke	\$22.93	\$23.85	\$24.80	\$25.79	\$26.82
UTILITY BILLING I	\$17.57	\$18.28	\$19.01	\$19.77	\$20.56	\$21.38	\$22.23	\$23.12
PLANNING CLERK	\$17.57	\$18.28	\$19.01	\$19.77	\$20.56	\$21.38	\$22.23	\$23.12
OFFICE ASSISTANT II	\$15.03	\$15.63	\$16.25	\$16.90	\$17.58	\$18.28	\$19.01	\$19.77
OFFICE ASSISTANT I	\$14.38	\$14.95	\$15.55	\$16.17	\$16.82	\$17.49	\$18.19	\$18.92
LIBRARIAN	\$19.11	\$19.87	\$20.67	\$21.49	\$22.35	\$23.25	\$24.18	\$25.14
		Edith	Edith (8/23)	Edith (2/24)		Amanda (7/23)		

* Amended 07/01/2023

2023/2024 4.5% COLI

	General Fund Total	Street Fund Total	Library Fund Total	Water Fund Total	Sewer Fund Total	Totals
Regular Wages	319,025.17	\$28,210.68	\$42,626.47	\$281,894.17	\$281,894.17	\$953,650.67
Admin Assistant	\$5,500.00					\$5,500.00
Judge Salary	\$9,600.00					\$9,600.00
Overtime Wages	\$0.00	\$850.00		\$8,075.00	\$8,075.00	\$17,000.00
FICA	\$ 24,117.73	\$2,340.19	\$3,260.93	\$23,314.54	\$23,314.54	\$76,347.92
PERS	96,781.28	\$8,512.26	\$7,509.64	\$84,935.69	\$84,935.69	\$282,674.57
Health Insurance	88,980.00	\$10,224.00	\$0.00	\$102,438.00	\$102,438.00	\$304,080.00
Disability, Life & ADD	792.50	\$67.75	\$0.00	\$679.88	\$679.88	\$2,220.00
Comp & Longevity	5,594.88	\$328.75	\$0.00	\$3,384.22	\$3,384.22	\$12,692.06
SUTA	314.44	\$65.13	\$42.63	\$632.66	\$632.66	\$1,687.52
W/C Monthly	144.44	\$57.05	\$46.67	\$547.73	\$547.73	\$1,343.63
W/C Annually	\$3,000.00	\$2,000.00	\$325.00	\$7,000.00	\$7,000.00	\$19,325.00
Cell Phones	\$300.00	\$120.00		\$1,140.00	\$1,140.00	\$2,700.00
Clothing				1,200.00	\$1,200.00	\$2,400.00
On Call				\$2,012.50	\$2,012.50	\$4,025.00
Seasonal				\$5,000.00	\$15,000.00	\$20,000.00

Totals	\$554,150.44	\$52,775.82	\$53,811.34	\$522,254.39	\$532,254.39	\$1,715,246.37
Diff - Base	\$32,851.28	\$405.56	(\$9,374.82)	\$6,079.48	\$6,079.48	\$36,040.96

This shows 4.5% COU

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*Amended 07/01/2023

	General Fund Total	Street Fund Total	Library Fund Total	Water Fund Total	Sewer Fund Total	Totals
Regular Wages	295,481.59	\$28,022.67	\$47,330.13	\$278,506.82	\$278,506.82	\$927,848.02
Admin Assistant	\$5,500.00					\$5,500.00
Judge Salary	\$9,600.00					\$9,600.00
Overtime Wages	\$0.00	\$750.00		\$7,125.00	\$7,125.00	\$15,000.00
FICA	\$ 22,365.20	\$2,317.57	\$3,620.76	\$22,974.84	\$22,974.84	\$74,253.20
PERS	89,680.27	\$8,427.03	\$11,816.27	\$83,656.98	\$83,656.98	\$277,237.53
Health Insurance	88,980.00	\$10,224.00	\$0.00	\$102,438.00	\$102,438.00	\$304,080.00
Disability, Life & ADD	792.50	\$67.75	\$0.00	\$679.88	\$679.88	\$2,220.00
Comp & Longevity	5,163.56	\$321.05	\$0.00	\$3,281.00	\$3,281.00	\$12,046.62
SUTA	291.59	\$63.15	\$47.33	\$612.17	\$612.17	\$1,626.41
W/C Monthly	144.44	\$57.05	\$46.67	\$547.73	\$547.73	\$1,343.63
W/C Annually	\$3,000.00	\$2,000.00	\$325.00	\$7,000.00	\$7,000.00	\$19,325.00
Cell Phones	\$300.00	\$120.00		\$1,140.00	\$1,140.00	\$2,700.00
Clothing				1,200.00	\$1,200.00	\$2,400.00
On Call				\$2,012.50	\$2,012.50	\$4,025.00
Seasonal				\$5,000.00	\$15,000.00	\$20,000.00

Totals \$521,299.16 \$52,370.26 \$63,186.16 \$516,174.91 \$526,174.91 \$1,679,205.41

CITY OF HARRISBURG

WAGE SCALE

2022/2023

This shows a 4.5% COLA								
PUBLIC WORKS DIRECTOR	\$75,021.86	\$78,022.73	\$81,143.64	\$84,389.39	\$87,764.96	\$91,275.56	\$94,926.58	8 98,723.65 Chuck
CITY RECORDER/COURT CLERK	\$48,654.07	\$50,600.23	\$52,624.24	\$54,729.21	\$56,918.38	\$59,195.12	\$61,562.92	84,025.44 Lori
FINANCE OFFICER/DEPUTY CR	\$67,538.27	\$70,239.80	\$73,049.39	\$75,971.36	\$79,010.22	\$82,170.63	\$85,457.45	88,875.75 Cathy (8/22)
PUBLIC WORKS FOREMAN	\$60,164.78	\$62,571.37	\$65,074.22	\$67,677.19	\$70,384.28	\$73,199.65	\$76,127.84	79,172.74 Rick
UB SUPER/BLDG PRMT/COE ENF	\$44,420.19	\$46,197.00	\$48,044.88	\$49,966.67	\$51,965.34	\$54,043.95	\$56,205.71	58,453.94
UTILITY III	\$23.00	\$23.92	\$24.88	\$25.87	\$26.91	\$27.98	\$29.10	30.27 Phil
UTILITY II	\$21.15	\$22.00	\$22.88	\$23.79	\$24.74	\$25.73	\$26.76	27.83 Steve & Sal
UTILITY I	\$19.12	\$19.89	\$20.68	\$21.51	\$22.37	\$23.27	\$24.22	25.17 Jamie (1/22)
UTILITY BILLING II	Unknown	\$19.91	\$20.71	\$21.53	\$22.40	\$23.29	\$24.22	25.19 Jamie (1/22)
UTILITY BILLING I	\$16.50	\$17.16	\$17.85	\$18.56	\$19.30	\$20.08	\$20.88	21.71
PLANNING CLERK	\$16.50	\$17.16	\$17.85	\$18.56	\$19.30	\$20.08	\$20.88	21.71
OFFICE ASSISTANT II	\$14.11	\$14.67	\$15.26	\$15.87	\$16.51	\$17.17	\$17.85	18.57
OFFICE ASSISTANT I	\$13.50	\$14.04	\$14.60	\$15.19	\$15.79	\$16.42	\$17.08	17.77
LIBRARIAN	\$17.94	\$18.66	\$19.41	\$20.18	\$20.99	\$21.83	\$22.70	23.61 Cheryl
					Amanda (7/22)			

* Amended 07/01/2022