



## Personnel Committee Meeting Minutes

### February 06, 2024

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**Chairperson:** Kimberly Downey, Presiding  
**Member:** Mike Caughey, Present  
**Member Absent:** Robert Boese (Excused)  
**City 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

**CALL TO ORDER AND ROLL CALL** by Chairperson Kim Downey at the hour of 6:33pm.

**CONCERNED CITIZEN(S) IN THE AUDIENCE.** None present. Reporter Hans Boyle with the Democrat Herald was present for the meeting.

#### APPROVAL OF MINUTES

- Caughey motioned to approve minutes from the February 7, 2023 Personnel Committee meeting and as was seconded by Downey. The motion passed unanimously by a vote of 2-0. (Yes: Caughey and Downey. No: None.)

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

**2025:** Eldridge reviewed the staff report and reminded council that last year's COLI was 6.5%. Eldridge referred to page 19 of the agenda commenting that the 12-month Consumer Price Index (CPI) average for 2023 is 3.92%. Eldridge reminded Council the COLI wage increase is the only time employees at the top of their pay scale receive an increase.

- Nelson informed Council that she looks at the Federal COLA which is used for Social Security and that number is between 3% and 3.5%.
- Downey commented that she was happy staff used two different resources this year.
- Caughey was thinking about 3.5% wage increase.
- Caughey asked if we should be looking at a higher percentage and Nelson responded that most cities are between 3% and 3.5% this year.
- Caughey motioned to ask the Finance Officer to look at a 3% to 3.5% COLI range for next year and was seconded by Downey. The motion passed unanimously by a vote of 2-0. (Yes: Caughey and Downey. No: None.)

**THE MATTER OF DISCUSSING AN ALTERNATIVE WORK SCHEDULE FOR CITY EMPLOYEES:**

- Downey motioned to table discussion for City Council and was seconded by Caughey. The motion passed unanimously by a vote of 2-0. (Yes: Downey and Caughey. No: None.)

**THE MATTER OF THE ANNUAL EVALUATION OF THE HARRISBURG CITY**

**ADMINISTRATOR:** Chairperson Downey started by reading ORS 192.660(2)(i), the state statute allowing the City Administrator to have an evaluation in an Executive Session if she chooses. Eldridge requested her review in an open session. Downey read the evaluations aloud beginning with her own evaluation. Downey commented that she feels Eldridge is doing a fantastic job and a better job than she anticipated when hired. After reviewing the eight evaluations, which consisted of six City Council members, one Planning Commissioner and one City employee. The final rating calculated by Caughey, Nelson and Ross was a score of 3.6 out of 4.

- Eldridge stated that she appreciates this process and the ability to do her job. She commented that last year was challenging at times with the Water Bond Project and working with different cities to advocate on the City's behalf. Eldridge noted that a fun part of her job are the different challenges that can come up on a daily basis. She thanked her staff for their hard work this last year and noted that the City works with far less staff than other cities and it's appreciated.
- Downey would like to offer Eldridge a bonus because of her hard work this last year and a great evaluation score.
- To keep the position of City Administrator competitive. Caughey would like to offer her a wage increase and for it to include the COLI increase if approved.
  - Chairperson Downey motioned to give the City Administrator a rating of 3.6 out of 4 and to forward the results of the Annual Evaluation to the City Council meeting scheduled for February 13, 2024 and
  - Motioned to recommend to the City Council that the City Administrator be given a wage increase of \$5,000 for her performance in 2022/2023 with an effective date of March 1, 2024 and
  - Motioned to recommend to the City Council that the City Administrator be given a cost-of-living increase if the budget allows with an effective date of July 1st and was seconded by Caughey. The motions were approved by a vote of 2-0. (Yes: Downey and Caughey. No: None.)
- Caughey asked if there are any changes that will need to be made to the City Administrator Employment Contract. Ross and Eldridge stated that will be addressed before City Council at the next meeting. The only changes to the contract will be the effective date and the salary change.

**With no further discussion, the Personnel Committee adjourned at the hour of 7:49pm.**

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Chairperson

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City Recorder