

Personnel Committee Agenda
February 18, 2026
5:30 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. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodation, including assisted listening devices, sign language assistance or interpreter services are requested to contact the City Recorder, 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 does not apply to an emergency meeting as per ORS 192.630(5).*
3. *If you wish to testify, and are unable to attend, please contact the City Recorder to be placed on a Conference Call list during the meeting.*
4. *The City of Harrisburg does not discriminate against individuals with disabilities and is an equal opportunity provider.*
5. *For more information regarding items of discussion on this agenda, or to be added to our email distribution list please contact City Recorder Lori Ross, at 541-995-6655 or at lross@ci.harrisburg.or.us.*

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 MARCH 13, 2025**
- 2. THE MATTER OF CONSIDERING A COST-OF-LIVING SCALE FOR CITY EMPLOYEES IN 2026-2027**

STAFF REPORT:

Exhibit A: Bureau of Labor Statistics News Release

Exhibit B: PERS News Release

Exhibit C: CPI-W for 2025

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-Red-lined

Exhibit D: Strategic Plan Priorities

Exhibit E: City Administrator Job Description-Red-lined

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 10, 2026.

IF APPLICABLE: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THE CITY ADMINISTRATOR BE GIVEN A SALARY INCREASE OF \$ _____ FOR HER PERFORMANCE IN 2025, 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 _____

IF APPLICABLE: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THE CITY ADMINISTRATOR EMPLOYMENT AGREEMENT IS UPDATED IN SECTION 7.2 AND SECTION 9.1

ADJOURN



Personnel Committee Minutes

March 13, 2025

Chairperson: Kimberly Downey, Presiding
Members Present: Mike Caughey and Randy Klemm
Staff Present: City Administrator Michele Eldridge and Finance Director/Deputy City Recorder Cathy Nelson
Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

CALL TO ORDER AND ROLL CALL by Chairperson Downey at the hour of 6:45pm.

CONCERNED CITIZEN(S) IN THE AUDIENCE: None present

MOTION TO APPROVE THE PERSONNEL COMMITTEE MINUTES FOR FEBRUARY 6, 2024:

No comments or concerns.

- Klemm **motioned to approve the February 6, 2024 Personnel Committee Minutes and was seconded by Caughey. The motion passed unanimously by a vote of 3-0.** (Yes: Klemm, Caughey, and Downey. No: None.)

THE MATTER OF CONSIDERING A WAGE ANALYSIS FOR CITY EMPLOYEES IN

FISCAL YEAR 2025-2026: Before discussions began, Downey and the committee members voiced their appreciation for Ross, Nelson and Eldridge and their willingness to perform the wage study on top of their everyday job tasks allowing the City to save about \$10,000 by not outsourcing the study. Downey spoke with the committee members about compensating Ross and Nelson for their participation. The consensus was to award Ross and Nelson a \$500 bonus.

- Klemm **motioned to approve a bonus to Cathy Nelson and Lori Ross for the amount of \$500 each and was seconded by Caughey. The motion passed unanimously by a vote of 3-0.** (Yes: Klemm, Caughey and Downey. No: None.)
- After the vote, Eldridge informed Council she will be creating a formal procedure for future studies which takes place every three years.

March 13, 2025

- Eldridge referred to page 9 of the agenda showing the difference between the participating cities populations and full time employees (FTE) and pointed out that due to Coburg requiring their employees to pay 5% of their monthly insurance premiums, their listed salaries reflect a 5% reduction. Eldridge then reviewed the following positions:
 - Public Works Foreman, on page 10, shows the position is above average at this time and should remain the same with no increase.
 - Public Works Utility I, on page 11, shows an increase difference of 2% to 7% resulting in a 5.5% increase.
 - Public Works Utility II, on page 12, shows only a difference of .06% to 3% resulting in only a COLI increase.
 - Public Works Utility III, on page 13, shows a difference of .16% to 5% resulting in a 3.5% increase.
 - Utility Billing I, on page 14, a COLI increase is suggested even though we currently don't have an employee in that position.
 - Utility Billing Clerk II/Court Clerk, on page 15, shows that the adjustments made to this position last year was justified resulting in only a COLI increase at this time.
 - Administrative Assistant, on page 16, shows the wage is over the median and average, therefore, no increase is recommended at this time as the employee is still moving up on the wage scale.
 - Librarians, on page 17, had difficult comparison due to other City's utilizing volunteers. Staff recommended a COLI increase due to being slightly below average.
 - Public Works Director, on page 18, shows that although certification requirements may be different as well as the responsibilities, an 8% increase is recommended as Scholz is worth it.
 - Finance Director/Deputy City Recorder, on page 19, shows a 16.5% increase is recommended. Eldridge commented on how lucky we are to have this position.
 - City Recorder/Municipal Court Administrator, on page 20, shows that even though this position was increased this last year, a difference of 14% is recommended. Downey questioned why the City Recorder position is higher in other cities.
- Nelson referred to **Addendum 1**, which shows the wage scale reflecting the 2.5% suggested COLI and the wage analysis and **Addendum 2** which shows the 2.5% COLI only. Nelson pointed out the percentage's listed, other than the 2.5% COLI increases, were calculated by splitting the median and average.
- Nelson then pointed out that the second pages of the **Addendums** shows the budget breakdowns for both scenarios and noted the City will be saving funds due to not hiring a new Public Works Utility III employee, currently having a vacant Public Works Utility I position and by tightening up projected benefits to be more realistic based on current employees.
- Eldridge pointed out that this budget also reflects a part-time Office Assistant position for \$26,117 and instead of hiring for that, she would like to hire a RARE person at a cost of \$26,500.
- Klemm inquired about the overtime wages being low. Nelson responded that the City encourages Comp-time for most employees, except for weekend duty.
- Caughey **motioned to prove the results of the Compensation Wage Analysis including that the Committee agrees with Staff recommendations as shown in the staff report and was seconded by Klemm. The motion passed unanimously by a vote of 3-0.** (Yes: Caughey, Klemm, and Downey. No: None.)

March 13, 2025

THE MATTER OF THE ANNUAL EVALUATION OF THE HARRISBURG CITY

ADMINISTRATOR: Chairperson Downey read the evaluations for the City Administrator aloud, beginning with her own evaluation. Downey added that Eldridge is an outstanding City Administrator. Other evaluation comments included:

- “Michele has done a great job with the never ending issues with the Water Bond Project. I appreciate her passion and dedication for improving downtown Harrisburg. I feel she needs to manage her time a little better. Maybe cut out a meeting or two to avoid having to work such long days and weekends.”
- “Michele is easy to work with, always kind, hard working and loves our City. I truly appreciate all she does.”
- “Michele is wonderful to work with. Always kind and respectful. I am proud to say she is our City Administrator. She has a solid reputation. She is thorough and trustworthy in her job.”

After reviewing all 11 evaluations, which consisted of three Administrative Staff, three from Planning Commission and five from City Council, the final rating calculated by the Committee and staff was 4.3 out of 5.

- Eldridge reviewed the City Administrator Contract and requested to extend the severance package from four to six months as shown in section 9.1 on page 36. **The consensus from the Personnel Committee was to allow the change.**
- In section 7 on page 27, Eldridge also requested to be able to cash out some vacation allowance to avoid losing vacation at the end of the fiscal year. The Committee encouraged Eldridge to make vacations a priority by delegating more, outsourcing and to make her health a prime concern. **The consensus from the Personnel Committee was to deny this change.**
- The Committee then reviewed the wage compensation for Eldridge. Caughey suggested the City Administrator make at least 10% more than the next highest employee for a salary of \$130,000. Downey suggested a slight increase and then award a bonus. Downey then suggested a salary of \$129,000 and a bonus for the amount of \$2,500 for her participation with the wage study. Klemm and Caughey both agreed with Downey.
 - Klemm **motioned to recommend to the City Council that the City Administrator be given a salary increase to \$129,000 for her performance in 2024, with an effective date of July 1, 2025 and**
 - Klemm **motioned to recommend to the City Council that the City Administrator be awarded a bonus in the amount of \$2,500, if the budget allows, with an effective date of immediately, and**
 - Klemm **motioned to give the City Administrator a rating of 4.3 out of 5 and to forward the results of the annual evaluation to the City Council Meeting scheduled for March 25, 2025 and was seconded by Caughey. The motion passed unanimously by a vote of 3-0. (Yes: Klemm, Caughey, and Downey. No: None.)**

With no further business, the Personnel Committee adjourned at the hour of 9:12pm.

 Chairperson

 City Recorder/Lori Ross

CITY OF HARRISBURG

WAGE SCALE

2025/2026

High

This shows 2.5% COLI/Wage Analysis	1	2	3	4	5	6	7	8	
PUBLIC WORKS DIRECTOR	\$89,310.30	\$92,882.71	\$96,598.02	\$100,461.94	\$104,480.42	\$108,659.63	\$113,006.02	117,526.26	8%
								Chuck	
CITY RECORDER/COURT CLERK	\$65,809.36	\$68,441.74	\$71,179.41	\$74,026.58	\$76,987.64	\$80,067.15	\$83,269.84	86,600.63	14%
								Lori	
FINANCE OFFICER/DEPUTY CR	\$83,796.42	\$87,148.28	\$90,634.21	\$94,259.58	\$98,029.96	\$101,951.16	\$106,029.21	110,270.38	16.5%
								Cathy	
PUBLIC WORKS FOREMAN	\$66,318.13	\$68,970.86	\$71,729.69	\$74,598.88	\$77,582.83	\$80,686.15	\$83,913.59	87,270.14	0%
						Matt	Matt (1/26)		
ADMIN ASST	\$23.54	\$24.48	\$25.46	\$26.47	\$27.53	\$28.64	\$29.78	30.97	0%
		Unknown			Caleb	Caleb (4/26)			
UTILITY III	\$26.25	\$27.30	\$28.39	\$29.52	\$30.71	\$31.93	\$33.21	34.54	3.5%
UTILITY II	\$23.89	\$24.85	\$25.84	\$26.88	\$27.95	\$29.07	\$30.23	31.44	2.5%
								Steve & Sal	
UTILITY I	\$22.23	\$23.12	\$24.04	\$25.00	\$26.00	\$27.04	\$28.13	29.25	5.5%
		Vacant	Clayton	Clayton (12/25) Carson/Jeremy	Carson/Jeremy (2/26)				
UTILITY BILLING II	\$23.28	\$24.21	\$25.18	\$26.18	\$27.23	\$28.32	\$29.45	30.63	2.5%
								Jamie	
UTILITY BILLING I	\$18.63	\$19.38	\$20.16	\$20.96	\$21.80	\$22.67	\$23.58	24.52	2.5%
OFFICE ASSISTANT II	\$15.95	\$16.59	\$17.25	\$17.94	\$18.66	\$19.40	\$20.18	20.99	2.5%
OFFICE ASSISTANT I	\$15.25	\$15.86	\$16.50	\$17.16	\$17.84	\$18.56	\$19.30	20.07	2.5%
				Unknown					
LIBRARIAN	\$20.27	\$21.09	\$21.93	\$22.81	\$23.72	\$24.67	\$25.65	26.68	2.5%
					Edith	Edith (2/26)		Amanda	

City Administrator - Michele - \$118,287.56
2.5%

*Amended 07/01/2025

2025/2026 2.5% COLI/WAGE ANALYSIS

	General Fund Total	Street Fund Total	Library Fund Total	Water Fund Total	Sewer Fund Total	Totals
Regular Wages	378,843.96	\$30,177.40	\$53,530.60	\$301,145.94	\$301,145.94	\$1,064,843.83
Admin Assistant	\$5,500.00					\$5,500.00
Judge Salary	\$9,600.00					\$9,600.00
Overtime Wages		\$1,050.00		\$9,975.00	\$9,975.00	\$21,000.00
FICA	\$ 30,030.43	\$2,490.59	\$4,018.59	\$24,766.85	\$24,766.85	\$86,073.31
PERS	105,738.48	\$8,613.09	\$9,216.80	\$85,748.98	\$85,748.98	\$295,066.34
Health Insurance	92,358.00	\$10,023.00		\$98,515.50	\$98,515.50	\$299,412.00
Disability, Life & ADD	837.50	\$77.75		\$777.38	\$777.38	\$2,470.00
Comp & Longevity	6,310.74	\$228.09	\$0.00	\$2,166.84	\$2,166.84	\$10,872.52
SUTA	392.25	\$73.15	\$52.53	\$709.38	\$709.38	\$1,936.70
OFPLA	3,859.44	\$299.27	\$514.63	2,987.71	2,987.71	10,648.77
W/C Monthly	149.12	\$56.20	\$22.98	\$539.58	\$539.58	\$1,307.46
W/C Annually	\$3,000.00	\$2,000.00	\$325.00	\$7,000.00	\$7,000.00	\$19,325.00
Cell Phones	\$300.00	\$135.00		\$1,282.50	\$1,282.50	\$3,000.00
Clothing				1,350.00	\$1,350.00	\$2,700.00
On Call				\$2,012.50	\$2,012.50	\$4,025.00
Seasonal				\$6,000.00	\$17,000.00	\$23,000.00

Totals FY 25-26	\$636,919.94	\$55,223.53	\$67,681.13	\$544,978.17	\$555,978.17	\$1,860,780.93
FY 24-25	\$604,136.00	\$62,487.39	\$61,826.97	\$615,298.12	\$626,298.12	\$1,970,046.60
	\$32,783.94	(\$7,263.86)	\$5,854.16	(\$70,319.95)	(\$70,319.95)	(\$109,265.67)

CITY OF HARRISBURG

WAGE SCALE

2025/2026

1.

low

This shows 2.5% COLI	1	2	3	4	5	6	7	8
PUBLIC WORKS DIRECTOR	\$84,762.09	\$88,152.57	\$91,678.67	\$95,345.82	\$99,159.65	\$103,126.04	\$107,251.08	111,541.13
								Chuck
CITY RECORDER/COURT CLERK	\$59,170.70	\$61,537.53	\$63,999.03	\$66,558.99	\$69,221.35	\$71,990.20	\$74,869.81	77,864.60
								Lori
FINANCE OFFICER/DEPUTY CR	\$73,726.47	\$76,675.53	\$79,742.55	\$82,932.25	\$86,249.54	\$89,699.52	\$93,287.50	97,019.00
								Cathy
PUBLIC WORKS FOREMAN	\$67,976.08	\$70,695.13	\$73,522.93	\$76,463.85	\$79,522.40	\$82,703.30	\$86,011.43	89,451.89
						Matt	Matt (1/26)	
ADMIN ASST	\$23.54	\$24.48	\$25.46	\$26.48	\$27.54	\$28.64	\$29.79	30.98
		Unknown			Caleb	Caleb (4/26)		
UTILITY III	\$25.99	\$27.03	\$28.12	\$29.24	\$30.41	\$31.63	\$32.89	34.21
UTILITY II	\$23.89	\$24.85	\$25.84	\$26.88	\$27.95	\$29.07	\$30.23	31.44
								Steve & Sal
UTILITY I	\$21.60	\$22.46	\$23.36	\$24.29	\$25.27	\$26.28	\$27.33	28.42
		Vacant	Clayton	Clayton (12/25)	Carson/Jeremy (2/26)			
UTILITY BILLING II	\$23.28	\$24.21	\$25.18	\$26.18	\$27.23	\$28.32	\$29.45	30.63
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					Edith	Edith (2/26)		Amanda

City Administrator - Michele - \$118,287.56
2.5%

*Amended 07/01/2025

2025/2026 2.5% COLI

	General Fund Total	Street Fund Total	Library Fund Total	Water Fund Total	Sewer Fund Total	Totals
Regular Wages	356,861.60	\$29,690.66	\$53,530.60	\$296,524.52	\$296,524.52	\$1,033,131.89
Admin Assistant	\$5,500.00					\$5,500.00
Judge Salary	\$9,600.00					\$9,600.00
Overtime Wages		\$1,050.00		\$9,975.00	\$9,975.00	\$21,000.00
FICA	\$ 28,316.44	\$2,453.06	\$4,018.59	\$24,410.54	\$24,410.54	\$83,609.17
PERS	99,657.71	\$8,482.19	\$9,216.80	\$84,506.10	\$84,506.10	\$286,368.90
Health Insurance	92,358.00	\$10,023.00		\$98,515.50	\$98,515.50	\$299,412.00
Disability, Life & ADD	837.50	\$77.75		\$777.38	\$777.38	\$2,470.00
Comp & Longevity	5,887.91	\$224.27	\$0.00	\$2,130.60	\$2,130.60	\$10,373.38
SUTA	369.85	\$72.66	\$52.53	\$704.76	\$704.76	\$1,904.57
OFPLA	3,639.62	\$294.41	\$514.63	2,941.50	2,941.50	10,331.65
W/C Monthly	149.12	\$56.20	\$22.98	\$539.58	\$539.58	\$1,307.46
W/C Annually	\$3,000.00	\$2,000.00	\$325.00	\$7,000.00	\$7,000.00	\$19,325.00
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Clothing				1,350.00	\$1,350.00	\$2,700.00
On Call				\$2,012.50	\$2,012.50	\$4,025.00
Seasonal				\$6,000.00	\$17,000.00	\$23,000.00
Totals FY 25-26	\$606,477.74	\$54,559.21	\$67,681.13	\$538,670.47	\$549,670.47	\$1,817,059.01
FY 24-25	\$604,136.00	\$62,487.39	\$61,826.97	\$615,298.12	\$626,298.12	\$1,970,046.60
	\$2,341.74	(\$7,928.18)	\$5,854.16	(\$76,627.65)	(\$76,627.65)	(\$152,987.59)

Agenda Bill

Harrisburg Personnel Committee

Harrisburg, Oregon

THE MATTER OF CONSIDERING A COST-OF-LIVING SCALE FOR CITY EMPLOYEES IN 2026-2027

STAFF REPORT:

Exhibit A: Bureau of Labor Statistics News Release

Exhibit B: PERS News Release

Exhibit C: CPI-W for 2025

ACTION: **TBD**

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda – February 18, 2026

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
n/a	n/a	n/a

STAFF RECOMMENDATION:

Staff recommends the Personnel Committee discuss and review the figures below and provide directions to staff on next steps to take.

BACKGROUND INFORMATION:

Over the last four years the city has seen cost-of-living scales that continue to be higher than in the past. In February last year, the Personnel Committee decided to recommend a COLI of 2.5% for all employees who were not affected by the Compensation & Wage Analysis to the City Council, and an increase from 16.5% to 3.5% depending on position.

As City Council knows from the water bond financial gap, prices here in the Pacific Northwest are slightly more than elsewhere in the nation. Staff have provided the news release from the Bureau of Labor Statistics (**Exhibit A**) showing a 2.8% COLA; the PERS news release (**Exhibit B**) showing a 2.81% COLA. The city typically uses the CPI-W graph, and the Pacific Size Class B/C (**Exhibit C**), showing a 12-month average for 2025 is between 2.6% and 3.1%.

Staff feel that keeping up with the cost of living is important, as is being consistent in how we apply that cost of living. Keeping up with the cost of living helps us to remain competitive with other cities that are similar in size, or that are nearby in our region. Allowing for a cost of living helps with morale as well, and it's important for our employees to feel that they are valued; especially those that are on Step No. 8. However, the City also must live within its budgetary allowances. Ultimately, the figures we use must be affordable and within budget parameters.

Following what we've done in the past, Staff could start projections within a certain range as decided by the Personnel Committee and determine whether or not the budget numbers will work for us for the next fiscal year. With the cost of living and inflation once being higher than normal, it is important for the City to keep up with rates, so that the City isn't as impacted by higher wage increases in the future

We continue to not have any real faith that the COLI numbers will continue to get better. The Personnel Committee will have some good discussion as to which direction they would like staff to take in determining a COLI for this next fiscal year, that will hopefully keep up with the costs of living while still creating an affordable budget that allows the city to meet the goals of the Strategic Plan.

Table 1: Decisions made in the fiscal year in the left column determine the following fiscal year budget.

Cost of Living Increase History		
		Compensation & Wage
2025/2026	2.50%	Analysis
2024/2025	3.50%	
2023/2024	6.50%	
2022/2023	4.50%	
2021/2022	4.50%	Decision applies to Budget Year 2022/2023
		Compensation & Wage
2020/2021	2.00%	Analysis
2019/2020	2.00%	
2018/2019	2.00%	
2017/2018	2.00%	
		Compensation & Wage
2016/2017	0.00%	Analysis
2015/2016	2.30%	
2014/2015	2.30%	
2013/2014	2.00%	
2012/2013	3.30%	
2011/2012	1.25%	
2010/2011	0.70%	
2009/2010	2.80%	
2008/2009	3.80%	
2006/2007	2.80%	
Average	2.67%	

REVIEW AND APPROVAL:



& Cathy Nelson

02.9.26

Michele Eldridge, City Administrator

Cathy Nelson, Finance Officer

Date



Fact Sheet

Social Security

2026 SOCIAL SECURITY CHANGES

Cost-of-Living Adjustment (COLA):

Based on the increase in the Consumer Price Index (CPI-W) from the third quarter of 2024 through the third quarter of 2025, Social Security beneficiaries and Supplemental Security Income (SSI) recipients will receive a 2.8 percent COLA for 2026. Other important 2026 Social Security information is as follows:

Tax Rate	2025	2026
Employee	7.65%	7.65%
Self-Employed	15.30%	15.30%

NOTE: The 7.65 percent tax rate is the combined rate for Social Security and Medicare. The Social Security portion (OASDI) is 6.2 percent on earnings up to the applicable taxable maximum amount (see below). The Medicare portion (HI) is 1.45 percent on all earnings. Also, as of January 2013, individuals with earned income of more than \$200,000 (\$250,000 for married couples filing jointly) pay an additional 0.9 percent in Medicare taxes. The tax rates shown above do not include the 0.9 percent.

	2025	2026
Maximum Taxable Earnings		
Social Security (OASDI only)	\$176,100	\$184,500
Medicare (HI only)	No Limit	
Quarter of Coverage		
	\$1,810	\$1,890

Page

<http://www.oregon.gov>

Cost-of-living increases paid in August

If you are a PERS member receiving a monthly pension benefit, you will see an increase in your benefit payments due to the annual cost-of-living adjustment (COLA) each August.

Your COLA will go into effect July 1 and will be included in your August 1 benefit payment.

PERS bases cost-of-living adjustments on a regional Consumer Price Index (CPI) set by the U.S. Bureau of Labor Statistics for the prior year. PERS uses the West Region CPI, which was adjusted to 2.81% for 2025. However, COLAs are limited to a maximum of 2% each year.

If you retired before October 1, 2013, you will receive the maximum COLA of 2%.

If you earned service credit before and after October 1, 2013, your COLA will be calculated like this:

- 2% on service credit earned up to October 1, 2013, except for some OPSRP members*.
- 1.25% on service credit earned after that date. And if your annual benefit is more than \$60,000, you will receive 0.15% COLA on benefits exceeding that amount.

For Tier One/Tier Two members, the difference between the 2% maximum and the CPI for a given year will be banked in what is called a CPI carryover. Your CPI carryover is used to provide you with the maximum 2% COLA in years when CPI is less than 2%. The CPI carryover does not apply to OPSRP members.

The table below provides the CPI rates for the past 10 years, including the current year.

West Region Consumer Price Index Rates (CPI) by Year

Year	CPI
2025	2.81%
2024	4.29%
2023	8.01%
2022	4.52%
2021	1.74%
2020	2.69%
2019	3.35%
2018	4.17%



Base period: 1982-84 = 100, not seasonally adjusted

These figures are reported by the Bureau of Labor Statistics. You can hear the current figures anytime by calling (202) 691-6994.

CPI-U is the newer index, reflecting the buying habits of all urban households.

CPI-W is the revision of the "old CPI", reflecting the buying habits of urban wage earners and clerical workers.

West – Size Class B/C is the CPI based on cities with populations of less than 2,500,000 in 13 Western states.

Pacific – Size Class B/C is a division of the West Region including cities CA, OR, WA, AK and HI

All information and archives are online at www.bls.gov/cpi

	CPI-U					
	US City Average		West Size Class B/C		Pacific Size Class B/C	
	2025	2024	2025	2024	2025	2024
Jan	3.0%	3.1%	1.9%	3.7%	2.8%	3.5%
Feb	2.8%	3.2%	2.3%	3.2%	2.9%	3.5%
Mar	2.4%	3.5%	1.8%	3.6%	2.6%	4.0%
Apr	2.3%	3.4%	2.0%	3.7%	2.5%	4.1%
May	2.4%	3.3%	2.5%	3.1%	2.7%	3.7%
Jun	2.7%	3.0%	2.7%	2.6%	3.0%	3.0%
Jul	2.7%	2.9%	3.3%	1.9%	3.3%	2.8%
Aug	2.9%	2.5%	3.5%	1.7%	3.5%	2.3%
Sep	3.0%	2.4%	3.5%	1.6%	3.5%	2.3%

	US City Average		West Size Class B/C		Pacific Size Class B/C	
	2025	2024	2025	2024	2025	2024
Oct	X	2.6%	X	1.7%	X	2.4%
Nov	2.7%	2.7%	3.0%	2.1%	3.2%	2.7%
Dec	2.7%	2.9%	2.8%	2.3%	3.1%	2.8%

	US City Average		West Size Class B/C		Pacific Size Class B/C	
	2025	2024	2025	2024	2025	2024
Jan	3.0%	2.9%	2.1%	3.7%	2.9%	3.2%
Feb	2.7%	3.1%	2.4%	3.3%	3.0%	3.4%
Mar	2.2%	3.5%	1.7%	3.8%	2.6%	4.1%
Apr	2.1%	3.4%	1.9%	4.0%	2.5%	4.3%
May	2.2%	3.3%	2.4%	3.3%	2.8%	3.7%
Jun	2.6%	2.9%	2.7%	2.6%	3.1%	2.9%
Jul	2.5%	2.9%	3.3%	2.0%	3.4%	2.6%
Aug	2.8%	2.4%	3.4%	1.8%	3.6%	2.1%
Sep	2.9%	2.2%	3.4%	1.7%	3.6%	2.2%
Oct	X	2.4%	X	1.7%	X	2.2%
Nov	2.7%	2.6%	3.0%	2.1%	3.3%	2.6%
Dec	2.6%	2.8%	2.5%	2.4%	3.1%	2.8%

2.6% Aug 2.6% Aug 3.1% Aug.

Related Questions

What is the Consumer Price Index (CPI)?



Agenda Bill
Harrisburg Personnel Committee
Harrisburg, Oregon

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-Redlined

Exhibit D: Strategic Plan Priorities

Exhibit E: City Administrator Job Description-Redlined

ACTION:

1. **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 10, 2026.**
2. **IF APPLICABLE: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THE CITY ADMINISTRATOR BE GIVEN A SALARY INCREASE OF \$ _____ FOR HER PERFORMANCE IN 2025, WITH AN EFFECTIVE DATE OF _____**
3. **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**
4. **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 _____**
5. **IF APPLICABLE: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THE CITY ADMINISTRATOR EMPLOYMENT AGREEMENT IS UPDATED IN SECTION 7.2 AND SECTION 9.1**

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda – February 18, 2026

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
n/a	n/a	n/a

STAFF RECOMMENDATION:

Staff recommends the Personnel Committee review the evaluations of the City Administrator and make a recommendation of their findings to the City Council.

BACKGROUND INFORMATION:General Notes:

Under Oregon Statutes, all employees, including the City Administrator, have the right to hear their evaluation at an executive session. The current City Administrator believes that her job evaluation should be public, as the citizens have the right to know how this staff member is performing their job. **Exhibit A** is a memo from the City Administrator, Michele Eldridge, indicating her highlights for the last 12 months.

Annual Evaluation for the City Administrator:

Evaluations (**Exhibit B**) were distributed February 17th, 2026, to all Department Heads, City Council Members and Planning Commissioners. The Personnel Committee should open the sealed envelopes and share the evaluations with the City Administrator. The results of the evaluations will be tallied, and a rating score will be presented to the City Council on March 10, 2026.

City Administrator Employment Agreement (**Exhibit C**):

Section 4, Salary and Compensation. The City Administrator has been in this position for five years effective February 23, 2021. Her annual salaries are as follows:

- \$95,000 for the first two years (\$3,000 bonus for FY 2022/2023)
- \$106,500 for FY 2023/2024 which included a 6.5% COLI
- \$115,403 for FY 2024/2025 which includes a 3.5% COLI (A bonus was provided for \$3,000 in 2022 and was provided in lieu of a wage increase).
- \$129,000 for FY 2025/2026 plus a \$2,500 bonus for assisting in the wage study.

Bonuses, pay increases and fringe benefits may be considered by the City Council at any time. If the Personnel Committee and the City Council feel that an increase is merited at this time, we must remember that it is dependent on the City's ability to have a budget that allows us to do so. If the Personnel Committee chooses to adjust her salary, that change, and any other changes will be made and brought before Council for approval at the March 10, 2026, City Council Meeting.

Below are the recommended changes by the City Administrator for her Employment Agreement:

- **Section 7.2, Benefits.** In relation to cell phone allowances, we've removed that benefit for all department heads and public works employees, since we now have City issued cell phones. That is being updated in this employment agreement as well.
- **Section 9.1, Termination & Severance Pay.** As per recent surveys amongst City Managers, it's now considered reasonable and prudent, considering the cost of health care, to request that the City cover the cost of COBRA premiums for extending health care as part of the severance package for the same duration.

Section 8 of the CA Employment Agreement also references the goals and objectives established for the Administrator for that year of the evaluation. As such, the Personnel Committee will find the priority pages from the Strategic Plan for 2025-2030 in **Exhibit D**. If the Personnel Committee should wish to review the objectives in its entirety, it is available on the City's website, or by clicking this [link](#).

Job Description (**Exhibit E**): There are no changes recommended at this time

REVIEW AND APPROVAL:

Lori Ross 02/11/2026
Lori Ross Date
City Recorder/Municipal Court Administrator

**MEMORANDUM****FROM THE OFFICE OF THE CITY ADMINISTRATOR**

TO: PERSONNEL COMMITTEE
FROM: MICHELE ELDRIDGE, CITY ADMINISTRATOR – HARRISBURG
SUBJECT: PERFORMANCE REVIEW
DATE: FEBRUARY 9, 2026

Thank you for taking the time to evaluate my work performance over the last 12 months. I value your involvement and support in making sure that I remain a good leader for the City of Harrisburg. That falls right into one of my favorite sayings of Mayor Duncan's, let's always make sure it remains better than when we started.

Amongst many other tasks, the City Administrator is responsible for carrying out the Strategic Plan. These priorities are defined by the City Council on an annual basis, while the remainder of my time is also filled with the day-to-day regular duties of running a city. This last year has been one of the most challenging years of my time with the City. We continue to fight against other state agencies, continuing the battle with the DEQ over TMDL requirements, and continued overbearing standards typical to the State of Oregon, such as the Middle Housing requirement.

Amongst other critical requirements of my position as City Administrator is working with developers who are doing business here. I worked hard with Hayden Homes over a two-month period to keep Castleberry Crossing subdivision moving forward, while maintaining the principles and requirements desired by the City Council, Planning Commission, and citizens in the community. This took many hours of analyzing current code, and finding a way for them to move ahead in what I hope is a win-win solution. They have moved forward with an extension of the period in which to record the final plat, and are in the process of submitting a zone change, modification and alteration, to allow for smaller single family homes on smaller lots, while still maintaining the same design and street patterns.

With Butterfly Gardens, we worked through challenges, including coming up with a SDC deferral program which would benefit the contractor and the City, allowing them a way to work through the high cost of construction. Unfortunately, they are having a difficult time with cash flow, and have yet to enroll in the program, while they look for investors. Likewise, Sommerville Meadows has decided to slow the process, by filing minor partitions over the next few years in order to create a build-out of the property which avoids a street. While the street would be wonderful to have, the new design allows for better use of infrastructure already in place, that the City specifically installed when 9th St was extended.

I continue to work with the developer planning on installing a new subdivision on the 40-acre Poulblon Parcel, and have worked on a way to use our Master Planned municipal code to allow for open space. If successful, this might help to create another park in this area, which would meet one of the objectives of the Master Park Plan.

Requested Contract Changes:

I am asking for only one change to my current contract. We changed it in the previous year to reflect a severance package of six months in section 9.1. As per recent surveys amongst City Managers, it's now considered reasonable and prudent, considering the cost of health care, to request that the City cover the cost of COBRA premiums for extending health care for that same period of time.

SECTION 9.1: In the event the Administrator is terminated by the City while the Administrator is willing and able to perform her duties under this agreement, then the City agrees to pay the Administrator a lump sum payment equal to six (6) months of her aggregate salary and benefits, **including the payment of COBRA premiums for continuation of health care for the same six (6) month period.**

In Section 7, Benefits, we will also be removing 7.2, as all Department Heads and Public Works Employees now have cell phones supplied by the City. We discontinued the cell phone payments once per quarter once we started using the new cell phones.

The following are the highlights of the last year, from the last evaluation through the end of January 2026:

Advocacy for the City of Harrisburg.

- As a founding member of the Small Municipality Advocacy Coalition (SMAC), we continue to work hard on our priorities, including making our small town voices heard. We worked hard with the senators and representatives, meeting with them, and testifying in several cases over the summer. Our grants bill, HB 3654 was passed through the house, but failed in the Senate last year. However, Senator Manning is now co-chief sponsoring the bill through the short session; as SB 1585. I was able to get co-chief sponsorship from Senator Prozansky, and helped gain Senator Anderson. It's now a true bi-partisan bill, with Senator Sollman, and of course, Representative Diehl joining as well (he created most of the language in this bill). An additional 17 senators have now signed on as sponsors of the bill, including our own Cedric Hayden. I've recently submitted more testimony, and was able to encourage more cities to submit testimony in favor of this senate bill.
- Continue to work with the LOC and OCWCOG to provide more services for cities under populations of 5,000.
- Served on the 2024-2025 LOC Water and Wastewater Policy Committee through last years long session. I've also been accepted to the 2025-2026 Water and Wastewater Policy Committee for this next year.
- Continue to serve as Treasurer, and participate as a member of the CWRC, (Cascade West Regional Consortium), in relation to fighting to change how the State of Oregon processes wetlands. We recently increased our dues, in order to create a reserve fund to build match grant capabilities. We hope to reduce the impact of meeting grant match requirements without prevailing as much as before upon our cities.

Grant Funding:

- **Applied for Main Street Revitalization Grant – a grant partially written by Patrick Freeman. \$255,708.** The project wasn't for a truly historical building, so even though they said it was a worthy project, it *wasn't funded*.

- **Large LGGP Grant through OPRD - \$250,000.** Made it through the 2nd round of grant applications, with a presentation in Salem to the OPRD Board. Unfortunately, it was *not funded*.
- **Wetlands Grant - \$40,000.** We (Susan at OCWCOG & I) went through three different meetings, including one with Patrick at DLCD, and spent about ten hours going through statutes and legislative information, only to finally determine that this grant wasn't a good fit for the properties that we had available for to apply it to. It was meant for property that had already gone through land use and permitting but had been held up due to small wetlands. Harrisburg doesn't really have 'small' wetlands.
- **Oregon Community Foundation Grant Meetings:** I spoke with the Executive Director for the OCF and with one of her board members, went out and toured Eagle Park, with RST Chairperson from our area. This is setting the stage for future development.

Water Bond Project: (Priority Objective 9):

- From December 2024 through May 2025, spent countless hours working with RST team members and BIZ Oregon in order to finalize the SPWF \$3.5M Loan. With Cathy working the financials, and Chuck providing more information, finalized our application. This included a presentation in front of the Infrastructure Finance Authority Board on June 13th, 2025, and meeting stringent funding reviews by State of Oregon underwriters. We were also able to amend our agreement and overall application to include the work of Well No. 9. I continue to notify the public about steps that we are taking, but at this point, it's finish work inside the reservoirs and water filtration plants, so there isn't much to share.

Economic Development:

- Working with the REAL (Rural Economic Alliance) group as the City of Harrisburg representative. (Priority Objective No. 13) Continued to work with 9 other cities to promote our regional area. We are working through our strategic plan requirements, and have hired in a high level consultant to work on our brochure, and to engage with our businesses, providing them with more resources. REAL recently met with LBCC representatives to work on workforce training initiatives, and to focus them on providing training really intensive to the types of industries that all of us have in our region.
- Utilized the REAL Intern to visit all the businesses during the holiday period, including teaching her how to use the website. We updated hours of operation, updated contacts, and verified links to businesses. Personally took the business marketing flyer to businesses and explained the program, had the intern continue with this when I was focused on the erosion nightmare.
- Continued utilizing the Business Marketing Program, providing free advertisements for Harrisburg businesses that are sent with all 1,300+ utility bills. This program is paid for through Transient Room Tax funding. Continue to work with local businesses – have promoted businesses through newsletters, Facebook posts, and Friday Updates.
- Continue to serve a current 3-year term as a Tri-County Chamber of Commerce Board Member; appointed as President Elect this year. I continue to promote the City of Harrisburg while doing so. I'm also still Chairing the Tri-County Expo Event.
- Attended the 2025 Main St. Conference in Albany, networking with program leaders in cities throughout our region.

Land Use Cases & Planning:

- Legislative Amendment: Finished the PICM Process (2 public hearings) for the FEMA/Safe Flood Hazard Areas in town.
 - A Site Plan/Conditional Use Permit for Isovolta
 - 5 Type I and II Applications. This included a Special Use in the commercial zone, the Safe Harbor Permit for Life Bible Emergency Erosion Repair, a Minor Modification to slightly increase the size of a shop from what was approved during the variance procedure, a Lot Line Adjustment; and a Minor Modification to extend the Final Plat period for Castleberry Crossing Subdivision
 - Legislative Amendment: Finished the TSP Adoption Process (2 public hearings + committee meetings) for finalization of the TSP Master Plan.
- (Priority Objective 3) Worked extensively with Hayden Homes over a two-month period; analyzed code, and determined what would work best for them to continue forward with the Castleberry Crossing subdivision. Worked out a way to keep the same configuration of streets, but with a zone change, could lower the size of the lots, as well as the homes, and plugged in single-family dwellings, rather than shared wall single family dwellings.
 - (Priority Objective 3) Working with Sommerville Meadows developers to assist them in changing the method of development from subdivision to minor partition and saving the City past investments into the infrastructure on 9th St., as well as preserving the ultimate build out of homes in this area.
 - (Priority Objective 3) Analyzed and worked through the Middle Housing ‘Hell’ Scenario, how it would apply to Harrisburg, and what we would need to change to come into compliance with the legislative amendments made in Salem.
 - (Objective 1 & 19) Finalized the TSP Project, which was legislative amendment No. 2 this year, requiring two public hearings through the Planning Commission and City Council. Completed the process through ODOT, and finalized the TGM Grant, although it had to be extended for a month to meet contractual requirements through ODOT.
 - Worked to protect the City of Harrisburg when DLCD, USACE, OSMB, ODFW, DEQ and other regulatory agencies wanted the City to take the point for work being done in the Willamette River to assist in the erosion control situation with Life Bible. The property and river bank is not located in the SFHA, and with the continued way that all of these agencies were involved with the boat landing, applied the same logic to this situation. This took two months, and support from DLCD/RST member Patrick Wingard.
 - Once the erosion project had a different contractor involved, and a different solution for emergency erosion control was provided, the process switched to the City of Harrisburg, because it had moved from the Willamette River to the property located inside the City of Harrisburg’s jurisdictional authority. The Safe Harbor Permit for Life Bible was one of the hardest applications that I have ever processed. This required analyzing our code, to determine which section of the municipal code best applied to their property and situation. I had to consult with the City Attorney, and with our Planning Consultants, to make sure that I was taking the right path forward, protecting the City in the best manner. This was a balancing act, as we were also trying to be supportive, and to help Life Bible solve their erosion problem.

- Working now with Linn County, and Rep Bynum's office, as well as Wyden and Merkley, to apply for a 2026-2027 CPI application with Congress. If successful, this will pay for the more than \$10M project to change the main flow of the Willamette River from the east bank, to the middle channel, and western bank. This will redirect the main current away from Life Bible and City property, both experiencing increased erosion damage, and will also create a better fish habitat. This ecological/environmental project is acceptable and championed by both the Calapooia Watershed Council and the Long Tom Watershed Council. I am also reviewing with both Watershed Council's a secondary application through WRDA, and still another one (CAP) from the Army Corp of Engineers.
- **NHMP:** Finished the adoption of the NHMP process, adopting and updating the Harrisburg Natural Hazard Mitigation Plan through FEMA approval.
- (Objective 6b) BNSF Franchise Agreement/Meetings: Continue to negotiate with BNSF over repairing 4th St., and continuing with their agreement to complete the 4th St./Rail Improvement Project. Now working on the BUILD grant, and meeting with them to continue this project as per Council instructions.
- Compliments to Public Works Director Chuck Scholz for the most recent TMDL report submitted to the DEQ, as well as the Final Order from the Water Resources Dept Approving the Water Management and Conservation Plan, all the other reporting requirements that are met, keeping the City out of hot water, so to speak.
- Working with Priscilla (!) at DEQ to understand the new Streamside Mapping Tool, as part of our 2025 Willamette Subbasins Temperature TMDL & WQMP. (Taking one for the team as we are still protesting all the regulatory requirements.)
- (Priority Objective 8B) LCSO & Coburg Police – Worked with both of our law enforcement partners on new 3-year programs. Tracking services and verifying statistics. Continue to work on current practices, especially in relation to homelessness, and crime in Harrisburg. In addition, beefing up code enforcement, and tackling some problems that have been on the back burner due to all the above. This included working through our first dangerous house abatement, and working with the family of the property owner to move forward.
- (Priority Objective 8B) Held another very successful National Night Out Event with multiple taxing agencies, two law enforcement agencies, as well as feeding and entertaining Harrisburg citizens. (Priority No. 8), thanks to the hard work of Jamie Knox who put this together (and was given a bonus for her hard work)!
- It took three months, emails, and phone calls, to obtain a \$1,000 refund of our DPSST Fee's, now that the legislature finally changed the laws so that a municipality wouldn't need to masquerade as a private entity. The City submitted our renewal, and fees for 2026, and was informed in the next few days that there was no longer a need for us to renew the program.
- HRA: Worked with two property owners on property improvement grants. One is for the former VFW Quonset Hut, and the other for property on 3rd St. Both of these will help to substantially stop blight in both buildings. Also worked on a commercial code allowance for VFW building owners to allow for a motel/VRBO/AIRBNB type of use.
- Helping Citizens: Worked with a property owner in town to come up with a solution for her to add a mixed-use development on her commercial property, which is located outside of the historical zone. (It allows a SFD to be placed on the lot as long as it's

Park Development: (Objective 4(c))

- Worked on Flood Development/Hazard Mitigation Plan for Linn County, saving the City about \$2k by doing the work myself. (Thanks(?) PICM process, for training me on this awful no net loss (ahem) stuff!).
- Chuck and his team finished installing pads for the picnic tables, which came in during 2025, as well as placing our donation of concrete barricades throughout the park to prevent more damage.
- Requested an extension to finish the LGGP Small grant of \$75k, as environmental conditions stopped work in the fall. Two Signs have been delivered, and along with benches, & picnic tables, will be installed this spring. City will also be finalizing the parking lot improvements, and ADA Spaces.
- Submitted the Wetlands delineation report to the RTP folks, along with the approved Greenway/Floodplain Development Permit, Conditional Use Permit, and Mitigation Plan for lower Eagle Park. RTP provided a Notice to Proceed in mid-December, 2025 for work to be done later this summer.

Land Use Fees/SDC's/CIP:

- Engaged with our City Engineer to determine the Transportation SDC's, have asked for a quote based on finishing the process, and working with area developers through the statutory public process.

Sister City Celebration & More:

- Working with Thierry and with our friends in France, on June 20, 2025, with a live meeting with our counterparts in Breil-sous-Montfort, France. Development of the website in which we share information about the relationship. I've added links to their Facebook page, and have asked for feedback from citizens interested in making friends in France. We are working on a memorial on June 13th this year, as well as a presentation during the 4th of July.

City Administrator Evaluation

3.

PURPOSE: To provide the City Administrator with information so that he/she can identify how to best serve and work with city officials, employees, and citizens.

INSTRUCTIONS: Review the following questions and indicate how well duties have been performed during the last calendar year by rating the City Administrator's performance by the scale below. Comments are very important and are encouraged.

- **A rating of 1 requires a comment** to best in-form the City Administrator and the Personnel Committee of exactly which actions require a higher performance level.
- **A rating of 5 requires a comment** to inform the Personnel Committee why that rating is warranted.
- Please assign a *N/A* if you have ***Not Observed*** the City Administrator in action for the question asked.

Rating

Description

1	Unacceptable - Unsatisfactory Performance
2	Conditional - Requires Improvement
3	Satisfactory - Meets Expectations
4	Outstanding - Generally Exceeds Expectations
5	Exceptional-Substantially Exceeds Expectations
N/A	Not Applicable- Have Not Observed

Public Relations		
1.	When working with the public is the City Administrator diplomatic and represent the City in a positive way?	Rating Comments:
2.	Does the City Administrator make meaningful effort to educate and assist citizens?	Rating Comments:
Leadership		
3.	Does the City Administrator inspire others to succeed?	Rating Comments:
4.	Does the City Administrator actively promote efficiency in operations?	Rating Comments:
5.	Does the City Administrator demonstrate a high regard for professional ethics?	Rating Comments:

Decision Making		
6.	Is the City Administrator objective in decision making?	Rating Comments:
7.	Does the City Administrator exhibit the ability to resolve problems under strained and unpleasant conditions?	Rating Comments:
8.	In making decisions, does the City Administrator use common sense, tact, logical and sound judgment when making decisions?	Rating Comments:

Execution of Laws & Policies		
9.	Does the City Administrator understand applicable laws and ordinances and cause them to be fairly enforced?	Rating Comments:

Employee Relations- **City Councilors & Planning Commission can answer this section if they have observed the City Administrator's interaction with employees		
10.	In your interaction with the City Administrator, has he/she been courteous and respectful, and served as a positive example for employees?	Rating Comments:
11.	Does the City Administrator seek to assist you in your professional development and give you training opportunities?	Rating Comments:

Setting and Achieving Goals		
12.	Does the City Administrator work with Councilors and staff to identify future needs?	Rating Comments:
13.	Does the City Administrator take appropriate steps within fiscal limitations to achieve goals while also incorporating the use of the Strategic Plan?	Rating Comments:

Economic Development		
14.	Is the City Administrator responsive to local and prospective businesses in the City? Does he/she encourage business growth by promoting the city and improving our business community?	Rating Comments:

Intergovernmental Relations		
15.	Does the City Administrator cooperate cordially with neighboring communities and other government organizations that interact with the City of Harrisburg?	Rating Comments:

City Official Relations		
16.	Does the City Administrator work well with the City Council in making sure there is adequate information available prior to meetings?	Rating Comments:
17.	Is he/she willing to meet with council members to deal with individual problems and issues?	Rating Comments:

18.	Planning		
	Does the City Administrator make recommendations to the Planning Commission and City Council where appropriate, on development related issues, zoning, and Comprehensive Plan matters?	Rating	Comments:
19.			
	Does the City Administrator work with the public, developers, and decision makers in fairly applying city land use laws and regulations?	Rating	Comments:
20.			
	Does the City Administrator effectively use the City's Comprehensive Plan, Master Plans, and long-range planning goals in fulfilling the mission of the City?	Rating	Comments:

	Financial Management / Budget		
21.	Does the City Administrator ensure the budget is prepared and executed in a manner that is clear, straightforward, and intelligible?	Rating	Comments:
22.			
	Do you feel that the City Administrator takes appropriate steps and has the required knowledge to ensure the City's funds and monetary reserves are managed properly?	Rating	Comments:

Additional Comments:

Date: _____

In order for this evaluation to be more valuable, it's helpful to know if it was completed by a :
 City Councilor: ☐ Planning Commissioner: ☐ or by City Staff ☐.

Thank you for taking the time to complete this evaluation. Your input is of the utmost importance to the Personnel Committee.



CITY ADMINISTRATOR EMPLOYMENT AGREEMENT

PARTIES:

City of Harrisburg, Oregon ("the City"), & Michele Eldridge ("the Administrator")

RECITAL:

The purpose of this agreement is to establish the mutual and respective responsibilities, terms, and conditions under which the Administrator will serve the City as its Administrator. Therefore, the parties agree as follows:

1. DUTIES AND RESPONSIBILITIES.

- 1.1** The City agrees to employ the Administrator as City Administrator to perform (1) the functions and duties specified in the Charter, the Ordinances, and the resolutions of the City, (2) as required by state and federal laws, and (3) to perform other legally permissible and proper duties and functions as the City Council shall assign from time to time as more fully stated in the Job Description.
- 1.2** The Administrator shall also serve as City Planner, Enterprise Zone manager, and Executive Director of the Harrisburg Redevelopment Agency.

2. LENGTH OF EMPLOYMENT.

- 2.1** This employment agreement shall continue indefinitely.
- 2.2** The City shall have the right to end this agreement at any time, subject only to the provisions set forth in Section 9 of this agreement.
- 2.3** The Administrator shall have the right to end this agreement at any time, subject only to the provisions set forth in section 9 of this agreement.

3. START DATE. The date the Administrator will begin working for the City under this capacity is March 1, 2021.

4. SALARY.

- 4.1** The City agrees to pay the Administrator for her services rendered an annual sum of \$129,000 for FY2025/2026.
- 4.2** Bonuses, pay increases, and fringe benefits may be considered by the City Council at any time.
- 4.3** Compensation shall be paid pursuant to the City's payroll policies and practices applicable to other city employees.
- 4.4** Any adjustment in salary made during the life of this agreement shall be in the form of a written amendment and shall become part of the agreement.

5. RESIDENCY. The Administrator shall reside within 15 miles or 20 minutes of the City of Harrisburg within one year.

6. **HOURS OF WORK.** The minimum expected work hours for the Administrator are 40 hours per week. Effective July 1st of each fiscal year, Administrator shall receive paid administrative leave in addition to vacation, sick and holiday leave as follows:

- 5 days per year (40 hours)

Administrative leave must be taken by June 30th of each year. Unused administrative leave days will not be cashed out and will not accrue from year to year and shall be forfeited if not used.

Effective October 31st of each fiscal year, Administrator shall receive 40 hours of paid compensation.

7. **BENEFITS.**

~~7.1~~ The Administrator shall be entitled to the same benefits as provided to other employees of the City. As the Administrator is currently a senior employee with the City of Harrisburg, she will be entitled to keep her leave banks and seniority with the City, based upon the original employment date of November 30, 2001.

~~7.27.1~~ The City agrees to pay the Administrator \$25 per month, paid quarterly, for use of her personal cell phone in the discharge of her duties.

~~7.37.2~~ The City shall be a member of the League of Oregon Cities; and, the City agrees to pay for the Administrator's membership in the Oregon City County Managers' Association, ICMA, and OEDA.

~~7.47.3~~ The City agrees to pay for all costs related to attending the Oregon City County Managers' Association annual conference, and the ICMA annual conference.

~~7.57.4~~ If funds are available, the City Council will consider authorizing the Administrator's attendance at other professional development opportunities.

8. **PERFORMANCE EVALUATION.** The council shall meet annually, no later than the 2nd meeting of March each year, with the Administrator to discuss Administrator-Council relationships, to assess the Administrator's job performance and to review her annual salary. Said meeting shall be in executive session unless an open meeting is requested by the Administrator. The evaluation shall be made in reference to the job description of the Administrator and goals and objectives established for the Administrator for that year of evaluation. The purposes of the evaluation are to improve administrative leadership, maintain open lines of communication, and to enhance relations between the Council and the Administrator. The Administrator shall be entitled to meet with the Council to review its evaluation and supply any information that he may deem pertinent. The mayor may assign some of the performance evaluation duties to the Personnel Committee so long as final decisions are made by the Council after the Administrator has had an opportunity to meet with the Council to discuss matters of mutual interest.

9. **TERMINATION AND SEVERANCE PAY.**

9.1 In the event the Administrator is terminated by the City while the Administrator is willing and able to perform her duties under this agreement, then the City agrees to pay the Administrator a severance package equal to six (6) months of her aggregate salary and benefits, including the payment of COBRA premiums for continuation of health care for the same six (6) month period.

9.2 In the event the Administrator is terminated because she willfully and repeatedly fails or refuses to adequately meet the requirements of her job description or comply with the

policies, rules, regulations, and standards established by the Council in accordance with the City Charter and which have been communicated to her, or because she commits any felony or other acts of willful misconduct connected with employment, the City shall be relieved of any responsibility to pay the severance pay referenced in section 9.1 above.

9.3 In the event the Administrator voluntarily resigns her position while this agreement is in effect, then the Administrator shall not be entitled to severance pay in accordance with this section.

9.4 In the event the Administrator voluntarily resigns her position with City then the Administrator shall give City two (2) month notice in advance, unless the parties agree otherwise in writing.

9.5 If the Administrator is permanently disabled or is otherwise unable to perform her duties without reasonable accommodation because of sickness, accident, injury, mental incapacity or health for a period of ten (10) successive weeks, City shall have the option to terminate this agreement subject to the severance pay requirements of this section.

10. ATTORNEY FEES. In the event any action, suit, arbitration or other proceeding shall be instituted by either party to this Agreement to enforce any provision of this Agreement or any matter arising therefrom or to interpret any provision of this Agreement, including any proceeding to compel arbitration, the prevailing party shall be entitled to recover from the other a reasonable attorney fee and related costs, including appellate costs, to be determined by the Court or Arbitrator(s).

11. ETHICAL COMMITMENTS. The Administrator will at all times uphold the tenets of the ICMA Code of Ethics, a copy of which is attached hereto and incorporated herein. Specifically, Administrator shall not endorse candidates, make financial contributions, sign or circulate petitions, or participate in fundraising activities for individuals seeking or holding elected office, nor seek or accept any personal enrichment or profit derived from confidential information or misuse of public time.

The City shall support the Administrator in keeping these commitments by refraining from any order, direction or request that would require Administrator to violate the ICMA Code of Ethics. Specifically, neither the governing body nor any individual member thereof shall request Administrator to endorse any candidate, make any financial contribution, sign or circulate any petition, or participate in any fundraising activity for individuals seeking or holding elected office, nor to handle any matter of personnel on a basis other than fairness, impartiality and merit.

12. AMENDMENTS. This Agreement may be amended only by an instrument in writing executed by all the parties.

13. ENTIRE AGREEMENT. This Agreement sets forth the entire understanding of the parties with respect to the subject matter of this Agreement and supersedes any and all prior understandings and agreements, whether written or oral, between the parties with respect to such subject matter.

14. SEVERABILITY. If any provision of this Agreement shall be invalid or unenforceable in respect for any reason, the validity and enforceability of any such provision in any other respect and of the remaining provisions of this Agreement shall not be in any way impaired.

15. **WAIVER.** A provision of this Agreement may be waived only by a written instrument executed by the party waiving compliance. No waiver of any provision of this Agreement shall constitute a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. Failure to enforce any provision of this Agreement shall not operate as a waiver of such provision or any other provision.

Agreed on this ~~25~~10th day of March, 202~~5~~6.

City of Harrisburg by Robert Duncan, Mayor

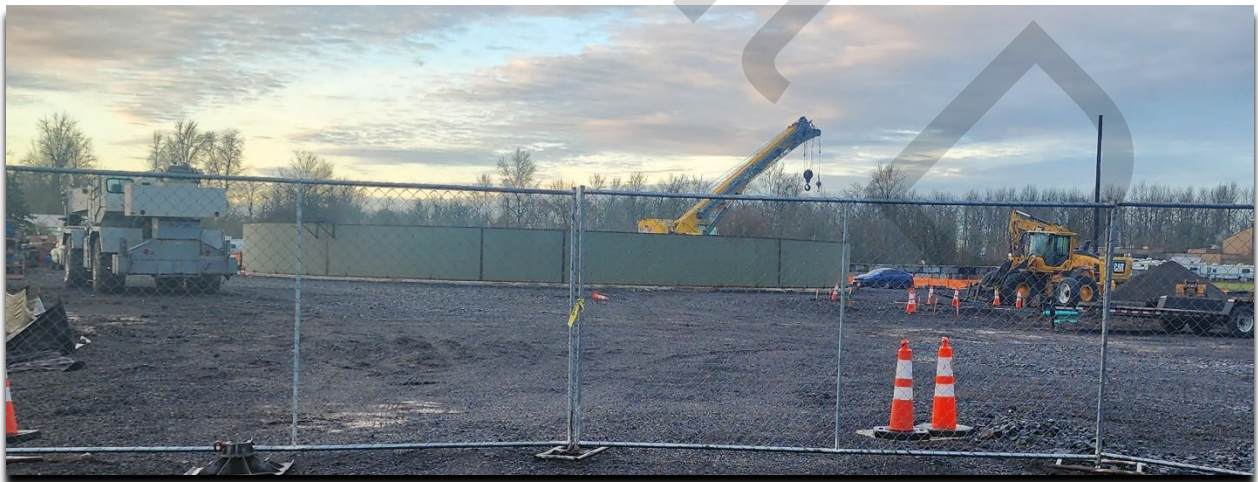
Michele Eldridge

Attachments: ICMA Code of Ethics

Council Priorities

The City Council previously identified its priority objectives and actions for Fiscal Year 2024-2025 from out of the strategic plan. The following table lists the priorities and updates as the date of this plan update.

Description
<u>The City's Top Priority for 2025-2030</u> Design, Build, and Operate a Conventional Water Treatment Plant (Objective No. 9)
Create & Advocate for a Wide Range of Housing Opportunities while Preserving and Improving Existing Affordable Housing (Objective No. 3)
Develop, Maintain and Improve Total City Park Land Inventory (Objective No. 4)
Make Regular and Substantive Improvements to City streets (Objective No. 6)
Bring Community Awareness to Crime Issues in our City and Work to Create Solutions to Reduce and Prevent Crime (Objective No. 8)
Enhance Outreach to Existing Businesses; Work with Regional Partnerships to Promote Harrisburg Businesses and Economic Development (Objective No. 13)



North Water Reservoir Under Construction



City Administrator Position Description

Reports to: City Council

Job Summary: The City Administrator is responsible for the effective and efficient delivery of all municipal services. Work is performed under the policy guidance of the City Council, who holds the employee accountable for achieving Council goals and directives.

This position is salaried and exempt from overtime wages.

Supervisory Responsibility: The incumbent supervises the City Recorder/Municipal Court Administrator, Finance Director/Deputy City Recorder, Public Works Director, and the Administrative Assistant.

Essential Duties/Functions and Responsibilities

1. Respond with patience and diplomacy to customer questions, concerns, complaints and requests regarding city matters over the telephone, in person, and by electronic communication.
2. Keeps the Council informed of city matters. Willingly accepts direction from the Council and advice from subordinates.
3. Coordinates the activity, planning, and financial performance of all city departments.
4. Advises the City Council at all times of the affairs and needs of the city.
5. Assures compliance with the City Employee Manual and recommends changes to the Personnel Committee.
6. Consult with department heads and others on varied operating and administrative problems.
7. Reviews departmental plans, programs, and procedures.
8. Suggests innovations and methods to improve the standard of services rendered.
9. Formulates and proposes ordinance changes and policy alternatives to the City Council.
10. Recommends citywide goals and objectives to the City Council annually in the 5-year Strategic Plan.
11. Attends and participates in public meetings, as required.
12. Reviews and approves personnel evaluations.
13. Responsible for all hiring and disciplinary procedures.
14. Provides training opportunities for city staff and city officials.
15. Searches for and applies for appropriate grants and administers awarded grants.
16. Advises Council members in deliberations on policy and ordinance issues.
17. Responsible for enforcing code violations and verifying that City departments are following Council policy.
18. Encourages and develops city-wide economic development projects. This includes business retention, recruitment and expansion with citizens and businesses, including commercial and industrial development in the Harrisburg Urban Renewal Agency boundaries. Actively markets the

City of Harrisburg to developers and as part of regional and state economic development projects.

19. Represents the city in hearings with other governmental entities.
20. Counsels the Finance Director/Deputy City Recorder in presenting the budget proposals to the Budget Committee and the City Council.
21. Responsible for renewing and negotiating franchise agreements and IGA's with other governmental bodies and agencies.
22. Provides information to and answers questions of media representatives.
23. Manages Harrisburg Redevelopment Agency, Harrisburg Enterprise Zone, and the Planning and Building permit programs (see detail below).
24. Performs other duties as assigned.

Non-essential Duties:

1. May attend off-site trainings and conferences.
2. May serve as a member of the Safety Committee and other employee committees.

Other Significant Duties:

City Planner:

Makes recommendations to the Planning Commission and the City Council, where appropriate, on development related issues, zoning, and Comprehensive Plan matters. Provides staff support to the Planning Commission. Reviews land use application for compliance with code provisions and prepares staff reports for the Planning Commission and City Council. Works with and advises the Contract Planner employed by the City when needed. Advises citizens on city ordinance requirements. Prepares and reviews improvement agreements between the city and developers. Advises the Planning Commission and the City Council on long range planning considerations and changes to land use ordinances. Performs field inspections of land use sites, as needed. Responsible for supervising the Administrative Assistant and the performance of the building permits department in relation to meeting City code provisions and land use approvals and works effectively with the planning and building department the City contracts with.

Harrisburg Redevelopment Agency Director:

Oversees appropriate commercial and industrial development. Prepares agendas and provides guidance to the Agency. Works with property owners and industrial properties within the Urban Renewal District, along with state and county officials, to provide the most meaningful economic development possible.

Harrisburg Enterprise Zone Manager:

Advises the City Council on the goals and the use of the program. Provides review and approval of Authorization Applications. Works with authorized companies to ensure timely claim filing and assisting with other needs. Keeps current and prospective industries informed of the purposes of the program. Prepares reports associated with the program.

Education, Qualifications and Experience:

To perform this job successfully, an individual must be able to perform each of the essential and other significant duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability demanded by this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Education and Experience:	<p>Master's degree in public administration, business administration, or planning, and five years progressively responsible administrative experience, preferably in municipal government; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.</p> <p>Knowledge of municipal government organizations, public financing and budgeting, personnel management, labor law, and land use planning. Abilities to appraise the quality of varied municipal services through inspection and review of work reports and effectively initiate improvements in management methods. Experience interpreting and applying laws, rules, and regulations. Ability to recognize and analyze situations, problems, and financial statements. Ability to direct supervise, and evaluate the work of others, and establish and maintain cooperative and harmonious working relationships with city officials, department heads, employees, business and government organizations, and the general public.</p>
Language Skills:	Ability to read, analyze, and interpret reports, legal documents and government records. Ability to respond to frequent inquiries and complaints from the public, regulatory agencies, supervisor, subordinates, members of the business community, etc. Ability to effectively present information to supervisor, public, and elected and appointed government bodies.
Reasoning Ability:	Ability to identify and solve complex problems and deal with a variety of variables in situations where only a limited standardization exists. Ability to interpret information and instructions furnished in written, verbal, diagram, or schedule form.
Computer Skills:	Ability to operate a computer. Expert in using word processing, spreadsheets, and government software. Ability to use email communication, geographic information systems, and other online applications and software.
Work Relationships:	Ability to effectively delegate assignments, prioritize work, and communicate with subordinates. The employee will have frequent contact with the public both inside and outside the office environment. The employee will have frequent contact with elected and appointed government officials, and the business community. Ability to motivate employees and maintain a positive workplace. The employee is part of a team and will contribute accordingly.
Physical Demands:	<p>While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, and hear. The employee will use hands to handle objects, tools, or controls. The employee is occasionally required to balance, stoop, kneel, crouch or crawl.</p> <p>The employee will regularly lift and/or move objects or materials up to 10 pounds, and occasionally to lift and/or move objects up to 50 pounds. Specific vision requirements to perform this job include both far away and close up vision, color vision, peripheral vision and depth perception. The employee may be required to operate a computer up to six hours or more a day.</p>
Working Conditions:	Work is performed both in a climate controlled office environment and outdoors. Employee will be required to drive a city vehicle.

Attendance Requirements:	Work is during the daytime, with frequent evening and weekend work required. Employee is expected to be at work during the operating hours of city hall.
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Approved by the City Administrator on 3.25.25

Exhibit E