



Personnel Committee Meeting Agenda
February 23, 2022
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. *If you wish to provide testimony, but are unable to attend, please contact the City Recorder to be part of a conference call during the meeting.*
7. *This facility is disinfected; masks must be worn inside.*
8. *For information regarding items of discussion on this agenda, please contact City Recorder/Municipal Court Clerk 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 of May 4, 2021

2. **THE MATTER OF THE ANNUAL EVALUATION OF THE HARRISBURG CITY ADMINISTRATOR**

STAFF REPORT:

Exhibit A: Blank City Administrator Job Evaluation

Exhibit B: City Administrator Employment Agreement

Exhibit C: Strategic Plan Priorities

Exhibit D: 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 8, 2022.

Motion to recommend to the City Council that they approve the amendments to the City Administrator Job Description.

3. **THE MATTER OF CONSIDERING A COST-OF-LIVING SCALE FOR CITY EMPLOYEES OUTSIDE OF YEARS WHEN THERE IS NO WAGE ANALYSIS**

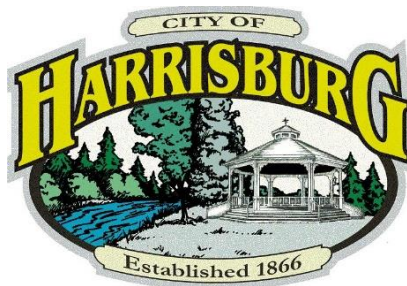
STAFF REPORT:

Exhibit A: Bureau of Labor Statistics News Release

Exhibit B: CPI-W

ACTION: TBD

ADJOURN



Personnel Committee Meeting Minutes May 04, 2021

Chairperson: Kimberly Downey
Committee Members: Mike Caughey & Robert Boese (Both Attended via Zoom)
Meeting Location: Harrisburg Municipal Center @ 354 Smith St.

ORDER AND ROLL CALL

CONCERNED CITIZEN(S) IN THE AUDIENCE. None were present

APPROVAL OF MINUTES

MOTION: Caughey motioned to approve minutes for February 1, 2021 and was seconded by Boese. The Personnel Committee then voted to unanimously to approve the minutes for February 1, 2021.

THE MATTER OF REVIEWING THE RESULTS OF THE COMPENSATION COMPARISON STUDY:

Eldridge summarized the staff report stating that there were certain employees that were affected by the study. All Public Works crew, including the Public Works Director were down as well as the Finance Officer. All Admin Staff were above and therefore would only be getting the 2% COLI. The Librarians and the Utility Billing Supervisor had no comparable matches. Library staff are part-time with no benefits except sick pay and PERS is charged when one employee exceeds hours. After adjusting for full-time and benefits, they are 25% higher. Therefore, they would only be getting the 2% COLI as well. The biggest discrepancy is the Public Works Foreman, Utility 1, 2 and 3 positions and the Public Works Director. The cost for adjusting the positions to the median and the 2% COLI would be \$55,765.

- Eldridge stated that Portland State did a great job on the report comparing positions. Most of the Cities were comparable.
- Caughey pointed out that Harrisburg is listed as Marion County not Linn and Boese was also bothered by the mistake. Eldridge apologized for not catching that prior.
- Boese commented that he is familiar with Jefferson and feels they are a comparable City. He asked if we could add them in the future. Eldridge responded that they were asked for the information but did not respond. Philomath, another City that is bigger but similar, did not answer either. She stated that we could contact them ourselves to get the information. Scholz stated during the last wage study, it was the same. You get stuck with who is willing to respond. Downey asked if they could at least send over the wage scale. It was suggested by Scholz that next time, the City can request it if they get no response.
- Caughey asked for the Adjusted Compensation Presentation on page 33, to be explained. Eldridge stated that adjusted comp is with time off. The final line considers benefits with time off.

May 04, 2021

- Downey and Boese wanted clarification on what positions are affected. Eldridge answered that it was the entire Public Works Crew, Public Works Director, and the Finance Officer. Downey asked why we are so far off and how do we afford this? What do we cut? Nelson answered that projects that we had planned this last fiscal year did not get done. Property taxes are up due to homes selling. Nelson also stated that when she was highered, she was four steps behind the previous Finance Officer and the same with Eldridge. We have had two months with no City Recorder and have lost a public works position due to Renfro leaving.
- Downey stated that she wants a commitment that this will not cut into any of their goals. She does not want to see any cuts into this budget or the future budget. Wants to continue to move forward with projects.
- Caughey stated he was disappointed in the length of the time it took to complete the study. Eldridge stated it took four years. This study started when Latta was City Administrator.
- Boese stated that the 2% COLI has not been enough in the past to stay within range for Public Works. Scholz stated that after Portland's cost of living analysis went to Seattle, 2% was on the low side. Eldridge stated that OCWCOG had figure out that during the pandemic it was 1.3% and in March it was 3% in rural areas.
- Boese clarifying that option number one is a 2% across for all employees, number two was Public Works and option three is for all the suggested positions and the 2% COLI. The Librarians would also get the 2% COLI.
- Caughey did not want to leave out the City Administrator position. Eldridge answered that she has a contract, and her wage will be discussed at her 6-month review. Caughey asked that we consider her position for the 2% COLI at that time.
- Downey suggested option number three to committee members. Boese commented that he struggles with this every time but wants to keep people where they need to be. Boese was in favor to option three and to have the wages up to where they need to be. Downey complimented the Public Works crew and noted that they treat the citizens with respect. Caughey also liked option three and stated that we hire good quality people, and they deserve to be there on the pay scale. He mentioned that the increase in tax revenue will help ease the pain.
- Downey asked for a motion.
- Boese asked if Portland State could make the correction for the incorrect county listed and Eldridge answered that she would ask.

MOTION: Caughey, **motioned to accept the #3 wage scale for the 2021/2022 Budget and send to Council for approval and was seconded by Boese. The Personnel Committee then voted unanimously.**

ADJORN: Downey adjourned the Personnel Committee meeting at 7:19PM.

Chairperson

City Recorder

Agenda Bill

Harrisburg Personnel Committee

Harrisburg, Oregon

THE MATTER OF THE ANNUAL EVALUATION OF THE HARRISBURG CITY ADMINISTRATOR

STAFF REPORT:

Exhibit A: Blank City Administrator Job Evaluation

Exhibit B: City Administrator Employment Agreement

Exhibit C: Strategic Plan Priorities

Exhibit D: City Administrator Job Description

ACTION:

1. 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 8, 2022.
2. Motion to recommend to the City Council that they approve the amendments to the City Administrator Job Description.

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda – February 23, 2022

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, as well as the amendment to the City Administrator job description.

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.

Annual Evaluation for the City Administrator:

The Personnel Committee should open and review the evaluations (**Exhibit A**) that were mailed to the Personnel Committee Chairperson, or that were provided to staff. Results will be shared with the City Administrator at this meeting. The Personnel Committee will be making a

recommendation in regard to this evaluation at the City Council meeting being held on March 8, 2022.

City Administrator Employment Agreement and Job Description:

Section 8 of the CA Employment Agreement (**Exhibit B**) requires that it is reviewed on an annual basis. There are no specific changes being suggested to the agreement at this time. Section 8 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 2020-25 (covering March 1, 2021 to June 30, 2021) as well as 2021-2026 (covering July 1, 2021 to the current month) in **Exhibit C**. If the Personnel Committee should wish to review the objectives from either plan, they are available on the City's website, or members of the Personnel Committee can ask the City Recorder to bring those to the meeting.

The only amendment to the City Administrator job description (**Exhibit D**), updates the description with current job titles.

Salary:

The City Administrator has been in this position for one year as of March 1, 2022, during a very stressful year with the continuation of the pandemic, and the unprecedented changes over that year in relation to supply shortages, sharp increases in the costs of doing business, as well as increased regulatory requirements and subsequent inflation. Staff have also just started to prepare the budget for 2022-2023. The Personnel Committee will also be considering what kind of a cost-of-living increase should be applied to City staff wages over the next year when the cost of living has increased by a much higher level than has been seen in many years.

Section 4 of the employment agreement states that compensation shall be *paid pursuant to payroll policies and practices applicable to other City employees*. Regardless, Staff does not feel that any wage increase for the City Administrator should be considered at this time. Bonuses, pay increases, and fringe benefits may be considered by the City Council at any time; therefore, if warranted, these can be applied later in the year after the budget is determined.

REVIEW AND APPROVAL:

Michele Eldridge Date
City Administrator

City Administrator Evaluation

2.

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 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 inform the City Administrator of exactly which actions require a higher performance level. You may assign a N/A if you have not observed the City Administrator in action for the questions asked.

<u>Rating</u>	<u>Description</u>
1	Unacceptable - Unsatisfactory performance
2	Conditional - Requires Improvement
3	Satisfactory - Meets expectations
4	Outstanding - Substantially exceeds Council's expectations
N/A	Have not observed

Public Relations		
When working with the public is the City Administrator diplomatic and represent the City in a positive way?	Rating	Comments:
Does the City Administrator make meaningful effort to educate and assist citizens?	Rating	Comments:

Leadership		
Does the City Administrator inspire others to succeed?	Rating	Comments:
Does the City Administrator actively promote efficiency in operations?	Rating	Comments:
Does the City Administrator demonstrate a high regard for professional ethics?	Rating	Comments:

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

Execution of Laws & Policies		
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		
In your interaction with the City Administrator, has he/she been courteous and respectful, and served as a positive example for employees?	Rating	Comments:
Does the City Administrator seek to assist you in your professional development and give you training opportunities?	Rating	Comments:

Setting and Achieving Goals		
Does the City Administrator work with Councilors and staff to identify future needs?	Rating	Comments:
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		
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		
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		
Does the City Administrator work well with the City Council in making sure there is adequate information available prior to meetings?	Rating	Comments:
Is he/she willing to meet with council members to deal with individual problems and issues?	Rating	Comments:

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:
Does the City Administrator work with the public, developers, and decision makers in fairly applying city land use laws and regulations?	Rating	Comments:
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		
Does the City Administrator ensure the budget is prepared and executed in the manner approved by the city council?	Rating	Comments:
Does the City Administrator 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: City Councilor ☐ , Planning Commissioner ☐ or Department Head ☐
Other Staff (By Group- PW, Office, Library ☐) or by Individual Employee ☐

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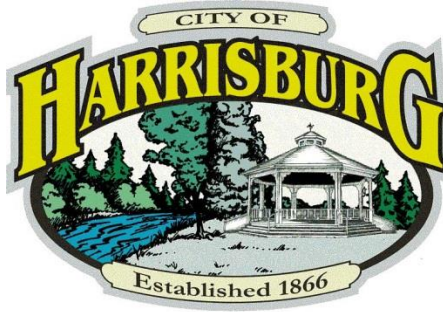
Strategic Plan Priorities from 2021-2026 (Starting July 1, 2021)

Objective / Action #	Description
#4 #4. A & 4. B	Achieve and Maintain Total City park land inventory at a minimum of 7 acres per 1,000 residents.
#5	Review and update the Transportation System Plan (TSP), and Transportation SDC's.
#6	Provide safe and accessible streets and sidewalks for the entire community, by seeking temporary and permanent funding opportunities.
#7	Make Regular and substantive improvements to City streets.
#10	Bring community awareness to crime issues in our city and work to create solutions to reduce and prevent crime.
#12	Provide second sanitary sewer crossing beneath the railroad tracks.
#13	Provide a Capital Improvement Plan and System Development Charges (SDC) program that encourages development.

Strategic Plan Priorities for 2020-2025 (March 1, 2021 to June 30, 2021)

Objective / Action #	Description
#4	Achieve and maintain total City park land inventory at a minimum of 7 acres per 1,000 residents.
#5	Obtain TGM Grant and update Transportation System Plan (TSP) and Transportation SDC's
#6	Provide safe and accessible streets and sidewalks for the entire community, by seeking temporary and permanent funding opportunities.

#7	Make Regular and substantive improvements to City streets.
#9	Bring community awareness to crime issues in our city and work to create solutions to reduce and prevent crime.
#11	Provide second sanitary sewer crossing beneath the railroad tracks.
#13	Provide a Capital Improvement Plan and System Development Charges (SDC) program that encourages development.



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 ~~Asst. City Administrator/City Recorder/Municipal Court Clerk~~, Finance Officer/Deputy City Recorder, Public Works Director, and ~~Court Clerk / Supervisor-Utility Billing Supervisor/Building Permit Clerk~~.

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. Confers 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 Officer 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 ~~Assistant City Administrator~~ Building Permit Clerk in 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: 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.

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.

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: 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.

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.

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.

Approved by the City Administrator ~~09.21.20~~

Agenda Bill

Harrisburg Personnel Committee

Harrisburg, Oregon

THE MATTER OF CONSIDERING A COST-OF-LIVING SCALE FOR CITY EMPLOYEES OUTSIDE OF YEARS WHEN THERE IS NO WAGE ANALYSIS

STAFF REPORT:

Exhibit A: Bureau of Labor Statistics News Release

Exhibit B: CPI-W

ACTION: TBD

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda – February 23, 2022

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 direction to staff on next steps to take.

BACKGROUND INFORMATION:

In 2021-2022, our current fiscal year, we are paying our employees based on the wage analysis that was approved in 2020. Council also made the decision last year that employees who didn't qualify for adjusted wages were allowed a 2% cost of living in the current fiscal year. Now as we are preparing for the 2022-2023 budget year, we need to determine what kind of a cost of living we will be applying for the years in which we don't have a wage analysis being calculated.

The last 3 years prior to 2021-2022 were calculated at a 2% cost-of-living increase for each year. However, the two-year pandemic, and resultant increase in prices throughout the nation, amongst many other factors, have created an unprecedented cost of living that hasn't been seen since 1982. Staff has provided the first 4 pages of the news release from the Bureau of Labor Statistics (**Exhibit A**); the all-items index rose 7.5% for the 12-months ending in January.

The City used to use the graph from the CPI-W and the current CPI-W shown in **Exhibit B** is the revision of the old CPI. Instead of being more rural, it is now reflecting the buying habits of urban wage earners and clerical workers. The West table shows CPI based on cities with populations of less than \$2.5M in 13 Western States. Staff suggests that we use the Pacific Size Class, which is a division of the West Region including cities in CA, OR, WA, AK and HI. The 12-month average for 2021 is 4.92%; the table shows that December ended with an unprecedented 7.3%.

The Local Government Personnel Institute is where the City typically obtained our CPI tables; staff started doing research a week ago and obtained the CPI-W from this location. Since then, LGPI has removed their tables, and are now reverting back to 2018. The OCCMA listserv has also been less active with cities asking what everyone else is using for COLI. The typical answer seen in the very few who have answered is a scale, instead of an actual figure. Several cities had changed to a scale that allowed for a minimum of 2%, and a maximum of 6%.

Staff feels that keeping up with a 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. But the City also has to live within its budgetary allowances. There is always a fine balance for what kind of a figure should be used in years in which the wage analysis isn't calculated. As always, the Personnel Committee/City Council could decide on a figure to apply for our budget projections, but ultimately, the figures we use must be affordable and within budget parameters.

Some options that the Personnel Committee could direct staff to use are as follows:

- Table 1 on the next page shows that prior to this fiscal year, the average for the City of Harrisburg for the last 15 years was 2.13%. In the past, we have used an average over preceding years back to 2006/2007.
- Staff could start projections at 4.5% based on the 12-month average CPI-W, and determine whether our budget could afford this figure.
- Table 2 on the next page shows an adjusted cost of living, using 4.5% for this year, averaged over the last 15 years, which would provide a COLI of 2.43%.
- The Personnel Committee could also ask Staff to find out what the cities used in our wage analysis last year are using for COLI, and staff could return with this figure to a future meeting in March.

The City has typically used the COLI to apply towards utility rate increases as well. However, dependent upon the results of the water filtration system/reservoir bid, Staff still hopes to use the ARPA funds being received in the next fiscal year to cover rate increases, rather than passing them on to our citizens.

This next year will likely be another tough one. The pandemic might be lessening now, but everyone knows from the last year that there are no guarantees, and it's likely that the pandemic will continue in the future. The Personnel Committee will have some good discussion as to which direction they would like staff to take in determining a COLI that is fair, and that will 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

Cost of Living Increase History		
2021/2022		
2020/2021	2.00%	Compensation & Wage Analysis
2019/2020	2.00%	
2018/2019	2.00%	
2017/2018	2.00%	
2016/2017	0.00%	Compensation & Wage 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%	
2007/2008	2.70%	
2006/2007	2.80%	
Average	2.13%	

Table 2

Cost of Living Increase History		
2021/2022	4.50%	
2020/2021	2.00%	Compensation & Wage Analysis
2019/2020	2.00%	
2018/2019	2.00%	
2017/2018	2.00%	
2016/2017	0.00%	Compensation & Wage 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%	
2007/2008	2.70%	
2006/2007	2.80%	
Average	2.43%	

REVIEW AND APPROVAL:

Michele Eldridge
City Administrator

Date



**Transmission of material in this release is embargoed until
8:30 a.m. (ET) February 10, 2022**

USDL-22-0191

Technical information: (202) 691-7000 • cpi_info@bls.gov • www.bls.gov/cpi
Media Contact: (202) 691-5902 • PressOffice@bls.gov

CONSUMER PRICE INDEX – JANUARY 2022

(NOTE: The PDF version of the CPI news release was re-issued February 10, 2022. Data errors were found in tables in the PDF version of the news release. Data found elsewhere including the text version of the news release are correct as originally published.)

The Consumer Price Index for All Urban Consumers (CPI-U) increased 0.6 percent in January on a seasonally adjusted basis, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased 7.5 percent before seasonal adjustment.

Increases in the indexes for food, electricity, and shelter were the largest contributors to the seasonally adjusted all items increase. The food index rose 0.9 percent in January following a 0.5-percent increase in December. The energy index also increased 0.9 percent over the month, with an increase in the electricity index being partially offset by declines in the gasoline index and the natural gas index.

The index for all items less food and energy rose 0.6 percent in January, the same increase as in December. This was the seventh time in the last 10 months it has increased at least 0.5 percent. Along with the index for shelter, the indexes for household furnishings and operations, used cars and trucks, medical care, and apparel were among many indexes that increased over the month.

The all items index rose 7.5 percent for the 12 months ending January, the largest 12-month increase since the period ending February 1982. The all items less food and energy index rose 6.0 percent, the largest 12-month change since the period ending August 1982. The energy index rose 27.0 percent over the last year, and the food index increased 7.0 percent.

Chart 1. One-month percent change in CPI for All Urban Consumers (CPI-U), seasonally adjusted, Jan. 2021 - Jan. 2022
Percent change

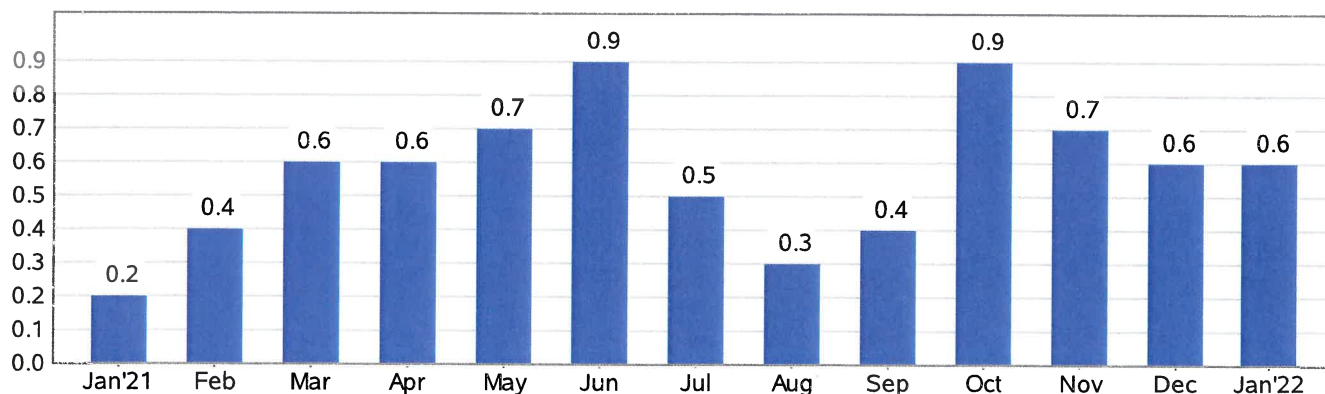


Chart 2. 12-month percent change in CPI for All Urban Consumers (CPI-U), not seasonally adjusted, Jan. 2021 - Jan. 2022

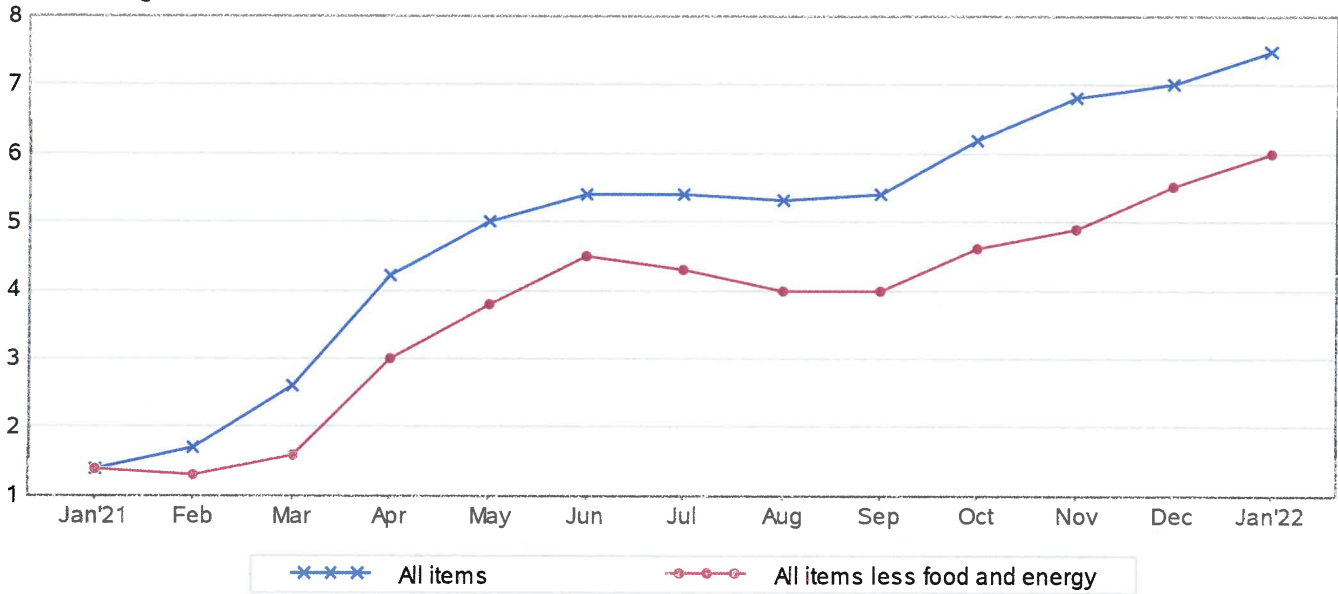


Table A. Percent changes in CPI for All Urban Consumers (CPI-U): U.S. city average

	Seasonally adjusted changes from preceding month							Un-adjusted 12-mos. ended Jan. 2022
	Jul. 2021	Aug. 2021	Sep. 2021	Oct. 2021	Nov. 2021	Dec. 2021	Jan. 2022	
All items.....	0.5	0.3	0.4	0.9	0.7	0.6	0.6	7.5
Food.....	0.7	0.4	0.9	0.9	0.8	0.5	0.9	7.0
Food at home.....	0.6	0.4	1.2	0.9	0.9	0.4	1.0	7.4
Food away from home ¹	0.8	0.4	0.5	0.8	0.6	0.6	0.7	6.4
Energy.....	1.6	1.9	1.2	3.7	2.4	0.9	0.9	27.0
Energy commodities.....	2.4	2.5	1.2	4.7	4.2	1.3	-0.6	39.9
Gasoline (all types).....	2.5	2.5	1.1	4.6	4.5	1.3	-0.8	40.0
Fuel oil ¹	0.6	-2.1	3.9	12.3	3.5	-2.4	9.5	46.5
Energy services.....	0.7	1.2	1.2	2.4	0.2	0.3	2.9	13.6
Electricity.....	0.2	1.0	0.6	1.4	0.2	0.5	4.2	10.7
Utility (piped) gas service.....	2.2	1.6	2.9	5.9	0.3	-0.3	-0.5	23.9
All items less food and energy.....	0.3	0.2	0.3	0.6	0.5	0.6	0.6	6.0
Commodities less food and energy								
commodities.....	0.4	0.4	0.3	1.1	0.9	1.2	1.0	11.7
New vehicles.....	1.5	1.2	1.3	1.3	1.2	1.2	0.0	12.2
Used cars and trucks.....	0.0	-1.2	-0.5	2.5	2.4	3.3	1.5	40.5
Apparel.....	0.1	0.3	-0.7	0.6	0.7	1.1	1.1	5.3
Medical care commodities ¹	0.2	-0.2	0.3	0.6	0.1	0.0	0.9	1.4
Services less energy services.....	0.3	0.1	0.2	0.4	0.4	0.3	0.4	4.1
Shelter.....	0.4	0.2	0.4	0.5	0.5	0.4	0.3	4.4
Transportation services.....	-0.9	-1.2	-1.0	0.2	0.7	0.0	1.0	5.6
Medical care services.....	0.2	0.2	0.2	0.4	0.3	0.3	0.6	2.7

¹ Not seasonally adjusted.

Food

The food index increased 0.9 percent in January. The food at home index increased 1.0 percent over the month after rising 0.4 percent in December. Five of the six major grocery store food group indexes increased in January. The index for cereals and bakery products increased the most, rising 1.8 percent over the month. The index for other food at home increased 1.6 percent in January, while the index for dairy and related products rose 1.1 percent. The fruits and vegetables index rose 0.9 percent over the month, and the meats, poultry, fish, and eggs index increased 0.3 percent. The only grocery store group index not to increase in January was the index for nonalcoholic beverages, which was unchanged.

The food away from home index rose 0.7 percent in January following an increase of 0.6 percent in December. The index for full service meals and the index for limited service meals both also rose 0.7 percent over the month.

The food at home index rose 7.4 percent over the last 12 months. All of the six major grocery store food group indexes increased over the period. By far the largest increase was that of the index for meats, poultry, fish, and eggs, which rose 12.2 percent over the year. The index for dairy and related products increased 3.1 percent, the smallest 12-month increase among the groups.

The index for food away from home rose 6.4 percent over the last year, the largest 12-month increase since January 1982. The index for limited service meals rose 8.0 percent over the last 12 months, and the index for full service meals rose 7.1 percent. The index for food at employee sites and schools, in contrast, declined 46.9 percent over the past 12 months, reflecting widespread free lunch programs.

Energy

The energy index increased 0.9 percent in January. The electricity index rose sharply in January, increasing 4.2 percent. The gasoline index fell 0.8 percent in January after rising rapidly in the autumn of 2021. (Before seasonal adjustment, gasoline prices rose 0.1 percent in January.) The index for natural gas also declined in January, falling 0.5 percent after declining 0.3 percent in December.

The energy index rose 27.0 percent over the past 12 months with all major energy component indexes increasing. The gasoline index rose 40.0 percent over the last year, despite declining in January. The index for natural gas rose 23.9 percent over the last 12 months, and the index for electricity rose 10.7 percent.

All items less food and energy

The index for all items less food and energy rose 0.6 percent in January, the same increase as December. The shelter index increased 0.3 percent in January as the rent index increased 0.5 percent and the owners' equivalent rent index rose 0.4 percent. The index for household furnishings and operations rose 1.3 percent over the month following a 1.1-percent increase in December. The used cars and trucks index rose 1.5 percent in January, a deceleration from the 3.3-percent increase reported in December.

The medical care index rose 0.7 percent in January. The index for hospital services increased 0.5 percent and the index for prescription drugs rose 1.3 percent, while the index for physicians' services declined 0.1 percent. Other indexes that rose in January include recreation (+0.9 percent), apparel (+1.1 percent), personal care (+1.0 percent), airline fares (+2.3 percent), and education (+0.2 percent).

Only a few indexes decreased in January; among those that did were lodging away from home (-3.9 percent) and wireless telephone services (-0.1 percent). The index for new vehicles was unchanged over the month.

The index for all items less food and energy rose 6.0 percent over the past 12 months. Major contributors to this increase include shelter (+4.4 percent) and used cars and trucks (+40.5 percent). However, the increase is broad-based, with virtually all component indexes showing increases over the past 12 months.

Not seasonally adjusted CPI measures

The Consumer Price Index for All Urban Consumers (CPI-U) increased 7.5 percent over the last 12 months to an index level of 281.148 (1982-84=100). For the month, the index increased 0.8 percent prior to seasonal adjustment.

The Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) increased 8.2 percent over the last 12 months to an index level of 276.296 (1982-84=100). For the month, the index rose 0.9 percent prior to seasonal adjustment.

The Chained Consumer Price Index for All Urban Consumers (C-CPI-U) increased 7.1 percent over the last 12 months. For the month, the index increased 0.8 percent on a not seasonally adjusted basis. Please note that the indexes for the past 10 to 12 months are subject to revision.

The Consumer Price Index for February 2022 is scheduled to be released on Thursday, March 10, 2022 at 8:30 a.m. (ET).

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