

Personnel Committee Agenda

March 13, 2025

6:30 PM

Chairperson: Kimberly Downey
Committee Member: Mike Caughey
Committee Member: Randy Klemm
Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

PUBLIC NOTICES:

1. *This meeting is open to the public and will be tape-recorded.*
2. *Copies of the Staff Reports or other written documents relating to each item on the agenda are on file in the office of the City Recorder and are available for public inspection.*
3. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices and sign language assistance are requested to contact City Hall at 541-995-6655, at least 48 hours prior to the meeting date. If a meeting is held with less than 48 hours' notice, reasonable effort shall be made to have an interpreter present. The requirement for an interpreter does not apply to an emergency meeting. ORS 192.630(5)*
4. *Persons contacting the City for information requiring accessibility for deaf, hard of hearing, or speech-impaired persons, can use TTY 711; call 1-800-735-1232, or for Spanish voice TTY, call 1-800-735-3896.*
5. *The City of Harrisburg does not discriminate against individuals with disabilities, and is an equal opportunity provider.*
6. *For information regarding items of discussion on this agenda, please contact City Recorder/Court Administrator Lori Ross, at 541-995-6655*

CALL TO ORDER AND ROLL CALL

CONCERNED CITIZEN(S) IN THE AUDIENCE. (Please limit presentation to two minutes per issue.)

APPROVAL OF MINUTES

- 1. MOTION TO APPROVE THE PERSONNEL COMMITTEE MINUTES FOR FEBRUARY 6, 2024**
- 2. THE MATTER OF CONSIDERING A WAGE ANALYSIS FOR CITY EMPLOYEES IN FISCAL YEAR 2025-2026**

STAFF REPORT:

Exhibit A: Wage Analysis for 2025-2026

Exhibit B: CPI-W and Social Security COLA

ACTION: TBD

- 3. THE MATTER OF THE ANNUAL EVALUATION OF THE HARRISBURG CITY ADMINISTRATOR**

STAFF REPORT:

Exhibit A: Performance Review Memo from Michele Eldridge

Exhibit B: Blank City Administrator Job Evaluation

Exhibit C: City Administrator Employment Agreement

Exhibit D: Strategic Plan Priorities

Exhibit E: City Administrator Job Description-Redlined

ACTION:

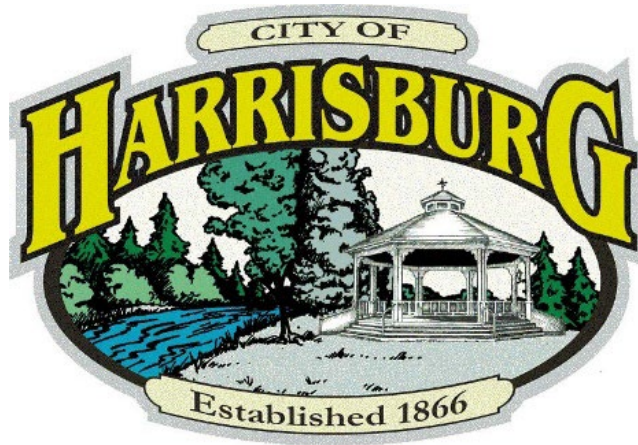
MOTION TO GIVE THE CITY ADMINISTRATOR A RATING OF _____ OUT OF 5 AND TO FORWARD THE RESULTS OF THE ANNUAL EVALUATION TO THE CITY COUNCIL MEETING SCHEDULED FOR MARCH 25, 2025.

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

IF APPLICABLE: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THE CITY ADMINISTRATOR BE GIVEN A COST-OF-LIVING INCREASE OF _____ %, IF THE BUDGET ALLOWS

IF APPLICABLE: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THE CITY ADMINISTRATOR BE AWARDED A BONUS IN THE AMOUNT OF \$_____, IF THE BUDGET ALLOWS, WITH AN EFFECTIVE DATE OF _____

ADJOURN



Personnel Committee Meeting Minutes
February 06, 2024

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

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

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

APPROVAL OF MINUTES

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

THE MATTER OF CONSIDERING A COST-OF-LIVING SCALE FOR CITY EMPLOYEES IN 2024-2025: Eldridge reviewed the staff report and reminded council that last year's COLI was 6.5%. Eldridge referred to page 19 of the agenda commenting that the 12-month Consumer Price Index (CPI) average for 2023 is 3.92%. Eldridge reminded Council the COLI wage increase is the only time employees at the top of their pay scale receive an increase.

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

February 06, 2024

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

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

THE MATTER OF THE ANNUAL EVALUATION OF THE HARRISBURG CITY

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

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

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

Chairperson

City Recorder

Agenda Bill
Harrisburg Personnel Committee
Harrisburg, Oregon

THE MATTER OF CONSIDERING A WAGE ANALYSIS FOR CITY EMPLOYEES IN FISCAL YEAR 2025-2026

STAFF REPORT:

Exhibit A: Wage Analysis for 2025-2026

Exhibit B: CPI-W and Social Security COLA

ACTION: TBD

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda – March 13, 2025

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 in the analysis, and provide directions to staff on next steps to take.

BACKGROUND INFORMATION:

Faced with increased costs for performing the wage analysis from outsourcing the work, the City Council asked for Staff to complete the Wage Analysis for the City. Staff employed the same methodology that our contractors use. This includes matching a minimum of three or more primary job duties for each position reviewed.

Three positions were difficult to review due to the fact that we are a small City, so our employees do different types of work than some in larger cities, who tend to be more specialized in just one department. Those include the positions of Utility Billing II/Court Clerk, and Administrative Assistant. The Public Works Foreman was also somewhat difficult; the committee will find that there are several different types of job titles used by other cities in this classification.

Some things to consider as you review the analysis shown in **Exhibit A:**

- Comparing Cities are like comparing apples to oranges. There are many differences, including total steps between wage levels, and the percentage of increase between each wage level. The first page of this analysis shows a range of steps for wage scales.
- In the past, some committee members had said it might be easier to review with the annual salary listed. The comparison is based on monthly wages, or in the case of the Librarians, in an hourly rate. Whether you compare the monthly wages, or the annual wages, the percentages at the bottom of each page will remain the same.
- An olive shade of green denotes a city from which there is no job description. However, the rate of pay, and job title, are similar to other cities.

- A NCC designation means that there is no classification from that City that matches our job title.
- Over the last 25 years, the City has never reversed a wage based on a classification showing a wage higher than the average/median. The Public Works Foreman was one of the positions that was most underpaid in a prior analysis, and in this one, they are showing as being higher than the average.
- In the past two analysis, the City has applied a cost-of-living wage increase to employees who show no disparities in wage levels. It's especially important for those in Step 8, as this may be the only change in wages that they may receive; that's important at this time of inflation. There are three classifications that we recommend should be adjusted that fit this scenario.
- In classifications without any employees, or those that have employees that are still in the middle of the steps in their classification, we are recommending that the City not make any changes, including application of the 2.5% cost of living. There are two classifications that this can be applied to.

Analysis: Staff will quickly review all of the classifications with the Personnel Committee. Almost all positions showed a need to revise wages based on being lower than the average or median. Even though the cost of living has been high over the last few years, the disparity shown in the analysis is likely due to two factors. It is getting harder to find employees willing to work for a public employer, and the fact that it's important to retain employees who have valuable skills.

Classifications that do not show any disparities, and/or have a differential under 2.5%, and therefore could have the Cost-Of-Living shown in **Exhibit B** applied to their wages are as follows:

- Public Works Utility II
- Utility Billing II/Court Clerk
- Librarians

Classifications that we recommend leaving at their current wage levels are as follows:

- Public Works Foreman
- Administrative Assistant

The history of cost-of-living increases provided over the last 19 years is shown in **Table 1** below.

As always, the Personnel Committee can decide to apply the wage increases as shown in the analysis; however, the budget must still be able to support the increases. If the budget doesn't support these increases, then this committee should meet again to consider next steps, and how to adjust wages that can still allow the City to stay competitive, and to retain the employees we have now, but will better fit into our budget parameters. Any changes made are subject to the approval of the City Council, and future budget adoption.

Suggested Motion: *Motion to approve the results of the Compensation Wage Analysis including that the Committee agrees with Staff recommendations as shown in this staff report*

REVIEW AND APPROVAL:



03.06.25

Michele Eldridge, City Administrator

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

Cost of Living Increase History		
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 Analysis
2020/2021	2.00%	
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	2.79%	



Harrisburg Wage Analysis Report FOR FISCAL YEAR 2025-2026

City Used in Study	Population	FTE	Steps	Last CPI	Union	Police Dept	Notes
Junction City	7,410	54.05	5			x	JC also has a community pool, community center, and senior center
Philomath	5,838	34.31	7	3.50%		x	
Creswell	5,597		12	3%		Contract with Lane County	Creswell has an airport
Veneta	5,214	21.01	10	4.21%		Contract with Lane County	Veneta has a pool
Harrisburg	3,655	15.5	8	3.50%			
Toledo	3,514	26.8	6	4%	All Public Safety	x	All Public Safety Employees are unionized, and they pay 10% of their benefits
Oakridge	3,147	26.8	7/14 for e)	3%	All Non-Exempt	x	Exempt employees include the Fire Chief, Police Chief, and 3 policeman.
Coburg	1,540	17.4	12	3.30%		x	Employees pay 5% of their monthly premium for benefits; all wages shown are current wage scale adjusted by 5% for this factor

Notes:

During previous wage analysis, we found that cities on our comparisons were universally paying the 6% 'employee' wage

Public Works Foreman					
Organization	population	Title	MIN	MID	MAX
Junction City	7,410	Public Works Foreman	\$ 5,699	\$ 6,696	\$ 7,639
			\$ 68,390	\$ 80,350	\$ 92,316
Philomath	5,838	Lead Water/Sewer Operator*	\$ 5,743	\$ 6,276	\$ 6,858
			\$ 68,916	\$ 80,712	\$ 82,295
Creswell	5,597	Lead Worker	\$ 5,066	\$ 5,921	\$ 6,776
			\$ 60,792	\$ 71,052	\$ 81,316
Veneta	5,214	Public Works Superintendent*	\$ 5,656	\$ 6,617	\$ 8,051
			\$ 67,876	\$ 79,405	\$ 96,608
Toledo	3,514	Public Works Crew Leader	\$ 4,833	\$ 5,307	\$ 6,358
			\$ 57,996	\$ 63,684	\$ 76,296
Oakridge	3,147	Utility Crew Leader	\$ 4,628	\$ 5,058	\$ 5,528
			\$ 51,936	\$ 60,336	\$ 66,336
Coburg*	1,540	Public Works Supervisor	\$ 5,106	\$ 5,636	\$ 6,348
			\$ 61,272	\$ 67,632	\$ 76,176
Adjusted Wages for 5% premium share		Average	\$ 5,247	\$ 5,930	\$ 6,794
		Median	\$ 5,106	\$ 5,921	\$ 6,776
City of Harrisburg	3655	Public Works Foreman	\$ 5,527	\$ 6,217	\$ 7,273
			\$ 66,318	\$ 74,599	\$ 87,270
		% difference from average	5.06%	4.60%	6.59%
		% difference from median	7.62%	4.76%	6.83%

Public Works Utility I					
Organization	population	Title	MIN	MID	MAX
Junction City	7,410	Utility Worker 1	\$ 4,125.00	\$ 4,377.00	\$ 4,643.00
			\$ 49,500.00	\$ 52,524.00	\$ 55,716.00
Philomath	5,838	Utility Maintenance Worker I	\$ 4,543.00	\$ 4,963.00	\$ 5,423.00
			\$ 54,516.00	\$ 59,556.00	\$ 65,081.00
Creswell	5,597	Public Works Maintenance I	\$ 3,589.00	\$ 4,195.00	\$ 4,800.00
			\$ 43,065.00	\$ 50,340.00	\$ 57,600.00
Veneta	5,214	Public Works Utility Worker I	\$ 3,709.00	\$ 4,339.00	\$ 5,280.00
			\$ 44,511.00	\$ 52,072.00	\$ 63,354.00
Toledo	3,514	Municipal Grounds Maintenance	\$ 3,816.00	\$ 4,190.00	\$ 5,021.00
			\$ 45,792.00	\$ 50,280.00	\$ 60,252.00
Oakridge	3,147	Utility Worker I	\$ 3,999.00	\$ 4,369.00	\$ 4,775.00
			\$ 47,988.00	\$ 52,428.00	\$ 57,300.00
Coburg*	1,540	Public Works Operator 1	\$ 3,553.00	\$ 3,923.00	\$ 4,417.00
			\$ 42,636.00	\$ 47,076.00	\$ 53,004.00
*Adjusted for 5% premium share		Average	\$ 3,904.86	\$ 4,336.57	\$ 4,908.43
		Median	\$ 3,816.00	\$ 4,339.00	\$ 4,800.00
City of Harrisburg 3655		Public Works Utility I	\$ 3,652.00	\$ 4,108.00	\$ 4,806.00
			\$ 43,826.00	\$ 49,296.00	\$ 57,678.00
		% difference from average	-6.93%	-5.57%	-2.12%
		% difference from median	-4.49%	-5.62%	0.12

Public Works Utility II					
Organization	population	Title	MIN	MID	MAX
Junction City	7,410	Utility Worker 2	\$ 4,269.00	\$ 4,529.00	\$ 4,993.00
			\$ 51,228.00	\$ 54,348.00	\$ 59,916.00
Philomath	5,838	Utility Maintenance	\$ 4,769.00	\$ 5,211.00	\$ 5,695.00
			\$ 57,231.00	\$ 62,532.00	\$ 68,340.00
Creswell	5,597	Public Works	\$ 3,934.00	\$ 4,598.00	\$ 5,261.00
			\$ 47,204.00	\$ 55,176.00	\$ 63,137.00
Veneta	5,214	Utility Worker 2	\$ 4,032.00	\$ 4,716.00	\$ 5,738.00
			\$ 48,378.00	\$ 56,595.00	\$ 68,857.00
Toledo	3,514	Maintenance Worker 2	\$ 4,048.00	\$ 4,445.00	\$ 5,326.00
			\$ 48,576.00	\$ 53,340.00	\$ 63,912.00
Oakridge	3,147	Utility Worker 2	\$ 4,198.00	\$ 4,588.00	\$ 5,013.00
			\$ 503,376.00	\$ 55,056.00	\$ 60,156.00
Coburg*	1,540	Public Works Operator 2	\$ 3,981.00	\$ 4,397.00	\$ 4,951.00
			\$ 47,772.00	\$ 52,764.00	\$ 59,412.00
* Adjusted for 5% premium share		<i>Average</i>	\$ 4,175.86	\$ 4,640.57	\$ 5,282.43
		<i>Median</i>	\$ 4,048.00	\$ 4,588.00	\$ 5,261.00
City of Harrisburg	3655	Public Works Utility II	\$ 4,040.00	\$ 4,545.00	\$ 5,316.00
			\$ 48,485.00	\$ 54,538.00	\$ 63,794.00
		% difference from average	-3.37%	-2.11%	0.64
		% difference from median	-0.20	-0.94	1.03%

Public Works Utility III					
Organization	population	Title	MIN	MID	MAX
Junction City	7,410	WW or Water Treatment Plant Operator	\$ 5,341.00	\$ 5,666.00	\$ 6,011.00
			\$ 64,092.00	\$ 67,992.00	\$ 72,132.00
Philomath	5,838	Water/Wastewater Operator	\$ 5,471.00	\$ 5,978.00	\$ 6,533.00
			\$ 65,652.00	\$ 71,736.00	\$ 78,396.00
Creswell	5,597	Public Works Maintenance III	\$ 4,287.00	\$ 5,011.00	\$ 5,734.00
			\$ 51,443.00	\$ 60,132.00	\$ 68,807.00
Veneta	5,214	NCC			
Toledo	3,514	Maintenance Worker 4	\$ 4,230.00	\$ 4,645.00	\$ 5,565.00
			\$ 50,760.00	\$ 55,740.00	\$ 66,780.00
Oakridge	3,147	Utility Worker III	\$ 4,409.00	\$ 4,817.00	\$ 5,264.00
			\$ 52,908.00	\$ 57,804.00	\$ 63,168.00
Coburg*	1,540	Public Works Operator 3	\$ 3,758.00	\$ 5,018.00	\$ 5,652.00
			\$ 45,096.00	\$ 60,216.00	\$ 67,824.00
*Adjusted by 5% for premium sharing		Average	\$ 4,582.67	\$ 5,189.17	\$ 5,793.17
		Median	\$ 4,348.00	\$ 5,014.50	\$ 5,693.00
City of Harrisburg	3655	Public Works Utility III	\$ 4,396.00	\$ 4,943.00	\$ 5,784.00
			\$ 52,749.00	\$ 59,322.00	\$ 69,410.00
		% difference from average	-4.25%	-4.98%	-0.16
		% difference from median	1.09%	-1.45%	2.30%

Utility Billing I - No employees in this classification in Harrisburg					
Organization	population	Title	MIN	MID	MAX
Junction City	7,410	NCC			
Philomath	5,838	Administrative Asst.	\$ 3,721.00	\$ 4,307.00	\$ 4,987.00
			\$ 44,652.00	\$ 51,684.00	\$ 59,844.00
Creswell	5,597	Administrative Assistant	\$ 3,285.00	\$ 3,840.00	\$ 4,394.00
			\$ 39,420.00	\$ 46,080.00	\$ 52,728.00
Veneta	5,214	Office Support Specialist I	\$ 3,284.00	\$ 3,842.00	\$ 4,675.00
			\$ 39,412.00	\$ 46,106.00	\$ 56,095.00
Toledo	3,514	Utility Billing Clerk	\$ 3,705.00	\$ 4,231.00	\$ 4,874.00
			\$ 44,460.00	\$ 50,772.00	\$ 58,488.00
Oakridge	3,147	Accounting Clerk	\$ 3,289.00	\$ 3,595.00	\$ 3,928.00
			\$ 39,468.00	\$ 43,140.00	\$ 47,136.00
Coburg*	1,540	Administrative Assistant I	\$ 3,204.00	\$ 3,539.00	\$ 3,985.00
			\$ 38,448.00	\$ 42,468.00	\$ 47,820.00
*Adjusted by 5% for premium sharing		Average	\$ 3,414.67	\$ 3,892.33	\$ 4,473.83
		Median	\$ 3,287.00	\$ 3,841.00	\$ 4,534.50
City of Harrisburg	3655	Utility Billing I	\$ 3,151.00	\$ 3,546.00	\$ 4,088.00
			\$ 37,815.00	\$ 42,557.00	\$ 49,057.00
		% difference from average	-8.38%	-9.76%	-9.44%
		% difference from median	-4.30%	-8.32%	-10.93%

Utility Billing II/Court Clerk					
Organization	population	Title	MIN	MID	MAX
Junction City	7,410	Utility Billing Clerk	\$ 4,198.00	\$ 4,454.00	\$ 4,725.00
			\$ 50,376.00	\$ 53,448.00	\$ 56,700.00
Philomath	5,838	Accounting & Court Specialists	\$ 4,044.00	\$ 4,749.00	\$ 5,498.00
			\$ 48,524.00	\$ 56,991.00	\$ 65,978.00
Creswell	5,597	NCC			
Veneta	5,214	Office Support Specialist III (UB, IT & Communications)	\$ 3,922.00	\$ 4,588.00	\$ 5,582.00
			\$ 47,061.00	\$ 55,055.00	\$ 66,983.00
Toledo	3,514	Accounting Clerk	\$ 4,230.00	\$ 4,645.00	\$ 5,565.00
			\$ 50,760.00	\$ 55,740.00	\$ 66,780.00
Oakridge	3,147	Accounts Receivable/UB	\$ 3,454.00	\$ 3,774.00	\$ 4,124.00
			\$ 41,448.00	\$ 45,288.00	\$ 49,488.00
Coburg*	1,540	Utility Billing Specialist	\$ 3,953.00	\$ 4,360.00	\$ 4,911.00
			\$ 47,436.00	\$ 52,320.00	\$ 58,932.00
*5% adjusted for premium sharing		Average	\$ 3,966.83	\$ 4,428.33	\$ 5,067.50
		Median	\$ 3,998.50	\$ 4,521.00	\$ 5,204.50
City of Harrisburg	3655	Utility Billing II/Court Clerk	\$ 3,936.00	\$ 4,427.00	\$ 5,105.00
			\$ 47,236.00	\$ 53,123.00	\$ 61,254.00
		% difference from average	-0.08	0	0.72
		% difference from median	-1.6	-2.12%	-1.96%

Administrative Assistant

Organization	population	Title	MIN	MID	MAX
Junction City	7,410	Permit Tech	\$ 3,881.00	\$ 4,117.00	\$ 4,368.00
			\$ 46,572.00	\$ 49,404.00	\$ 52,416.00
Philomath	5,838	Code Enforcement Officer	\$ 3,907.00	\$ 4,524.00	\$ 5,236.00
			\$ 46,884.00	\$ 54,287.00	\$ 62,832.00
Creswell	5,597	NCC			
Veneta*	5,214	Office Support Specialist III (Animal Control, Building/Electrical Permits, Court, Ordinance Enforcement,	\$ 3,922.00	\$ 4,588.00	\$ 5,582.00
			\$ 47,061.00	\$ 55,056.00	\$ 66,983.00
Toledo	3,514	NCC			
Oakridge	3,147	NCC			
Coburg	1,540	NCC			
		<i>Average</i>	\$ 3,903.33	\$ 4,409.67	\$ 5,062.00
		<i>Median</i>	\$ 3,907.00	\$ 4,524.00	\$ 5,236.00
City of Harrisburg	3655	Administrative Assistant	\$ 4,080.00	\$ 4,588.00	\$ 5,368.00
			\$ 48,963.00	\$ 55,056.00	\$ 64,418.00
		% difference from average	4.34%	3.88%	5.70%
		% difference from median	4.24%	1.39%	2.46%

*Venetas position is the only one that matches our employee, the others are somewhat close

Venetas Wage	\$ 3,922.00	\$ 4,588.00	\$ 5,582.00
Administrative Assistant	\$ 4,080.00	\$ 4,588.00	\$ 5,368.00
	\$ 48,963.00	\$ 55,056.00	\$ 64,418.00
	3.87	0	-3.98

Librarian							
Organization	population	Title	Hours Per Week	MIN	MID	MAX	Comments
Junction City	7,410	Library Ran by Volunteers					Not using these figures in order to avoid driving hourly pay upwards, or downwards at this time.
Philomath	5,838	Library is ran by Benton County					
Creswell	5,597	Lane Library District					
Veneta	5,214	Fern Ridge Public Library					
Toledo	3,514	Library (Childrens Specialist, Adult Program Specialist, Tech Serv		\$ 17.00	\$ 18.66	\$ 20.79	
Oakridge	3,147	Librarian		\$ 19.92	\$ 21.77	\$ 23.79	
Coburg	1,540	No Library					
Brownsville		Community Library: Libarian (Full time \$32/hr) Asst. Librarian (Part time \$15.50 hour)					
Lebanon				\$ 20.45	\$ 23.47	\$ 28.90	
Scio	*No scale			\$ 23.44	\$ 23.44	\$ 23.44	
			Average	\$ 20.20	\$ 21.84	\$ 24.23	
			Median	\$ 20.19	\$ 22.61	\$ 23.62	
City of Harrisburg	3655	Librarian	18 Hours	\$ 19.78	\$ 22.25	\$ 26.03	
		% difference from average		-2.12%	1.84%	6.91%	
		% difference from median		-2.07	-1.62%	9.26%	

Public Works Director					
Organization	population	Title	MIN	MID	MAX
Junction City	7,410	Public Works Director	\$ 7,766.00	\$ 9,016.00	\$ 10,265.00
			\$ 93,192.00	\$ 108,192.00	\$ 123,180.00
Philomath	5,838	Public Works Director	\$ 8,123.00	\$ 9,404.00	\$ 10,886.00
			\$ 97,476.00	\$ 112,848.00	\$ 130,632.00
Creswell	5,597	Public Works Director	\$ 7,502.00	\$ 8,769.00	\$ 10,035.00
			\$ 90,024.00	\$ 105,228.00	\$ 120,420.00
Veneta	5,214	Public Works Director	\$ 6,934.00	\$ 8,111.00	\$ 9,869.00
			\$ 83,202.00	\$ 97,335.00	\$ 118,423.00
Toledo	3,514	Public Works Director	\$ 7,768.00	\$ 8,403.00	\$ 9,454.00
			\$ 93,216.00	\$ 100,836.00	\$ 113,448.00
Oakridge	3,147	NCC			
Coburg*	1,540	Public Works Director	\$ 6,849.00	\$ 7,562.00	\$ 8,516.00
			\$ 82,188.00	\$ 90,744.00	\$ 102,192.00
*Adjusted by 5% premium sharing		Average	\$ 7,490.33	\$ 8,544.17	\$ 9,837.50
		Median	\$ 7,634.00	\$ 8,586.00	\$ 9,952.00
City of Harrisburg	3655	Public Works Director	\$ 6,891.00	\$ 7,752.00	\$ 9,068.00
			\$ 82,695.00	\$ 93,020.00	\$ 108,821.00
		% difference from average	-8.69%	-10.22%	-6.09%
		% difference from median	-10.78%	-10.75%	-9.75%

Finance Director/Deputy City Recorder					
Organization	population	Title	MIN	MID	MAX
Junction City	7,410	Finance Director	\$ 7,497.00	\$ 8,776.00	\$ 10,053.00
			\$ 89,964.00	\$ 105,312.00	\$ 120,636.00
Philomath*	5,838	Finance Director	\$ 8,123.00	\$ 9,404.00	\$ 10,886.00
			\$ 97,476.00	\$ 112,848.00	\$ 130,632.00
Creswell	5,597				
Veneta	5,214	Finance Director	\$ 6,745.00	\$ 7,891.00	\$ 9,600.00
			\$ 80,937.00	\$ 94,687.00	\$ 115,201.00
Toledo	3,514	NCC (Asst. City Mgr/Finance			
Oakridge*	3,147	Finance Director	\$ 6,178.00	\$ 7,040.00	\$ 8,199.00
			\$ 74,140.00	\$ 84,481.00	\$ 98,382.00
Coburg*	1,540	Finance Director	\$ 6,770.00	\$ 7,474.00	\$ 8,416.00
			\$ 81,240.00	\$ 89,688.00	\$ 100,992.00
*Adjusted for 5% premium sharing		Average	\$ 7,062.60	\$ 8,117.00	\$ 9,430.80
		Median	\$ 6,770.00	\$ 7,891.00	\$ 9,600.00
City of Harrisburg	3655	Finance Director	\$ 6,203.00	\$ 6,978.00	\$ 8,163.00
			\$ 74,446.00	\$ 83,741.00	\$ 97,966.00
		% difference from average	-13.86%	-16.32%	-15.53%
*Urban Renewal Programs		% difference from median	-9.14%	-13.08%	-17.60%

City Recorder/Court Administrator					
Organization	population	Title	MIN	MID	MAX
Junction City	7,410	City Recorder	\$ 5,560.00	\$ 6,418.00	\$ 7,275.00
			\$ 66,720.00	\$ 77,016.00	\$ 87,300.00
Philomath	5,838	City Recorder	\$ 5,236.00	\$ 6,062.00	\$ 7,017.00
			\$ 62,832.00	\$ 72,744.00	\$ 84,204.00
Creswell	5,597	City Recorder	\$ 5,127.00	\$ 5,992.00	\$ 6,857.00
			\$ 61,524.00	\$ 71,904.00	\$ 82,284.00
Veneta	5,214	HR Coordinator/City Recorder	\$ 5,504.00	\$ 6,438.00	\$ 7,834.00
			\$ 66,046.00	\$ 77,254.00	\$ 94,004.00
Toledo	3,514	City Recorder/Human Resources	\$ 5,204.00	\$ 5,628.00	\$ 6,330.00
			\$ 62,448.00	\$ 67,536.00	\$ 75,960.00
Oakridge	3,147	NCC			
The Accounts Payable/City Recorder position has very little City Recorder duties, and is almost all accounts payable/utility billing					
Coburg*	1,540	City Recorder/Executive Assistant	\$ 6,770.00	\$ 7,474.00	\$ 8,416.00
			\$ 81,240.00	\$ 89,688.00	\$ 100,992.00
*Adjusted for 5% Premium Share		Average	\$ 5,566.83	\$ 6,335.33	\$ 7,288.17
		Median	\$ 5,236.00	\$ 6,240.00	\$ 7,146.00
City of Harrisburg	3655	City Recorder/Municipal Court Administrator	\$ 4,811.00	\$ 5,411.00	\$ 6,330.00
			\$ 57,728.00	\$ 64,936.00	\$ 75,965.00
		% difference from average	-15.71%	-17.08%	-15.13%
		% difference from median	-8.83%	-15.32%	-12.89%

CPI For Urban Wage Earners And Clerical Workers

The Bureau of Labor Statistics (BLS) publishes the *Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W)* on a monthly basis. We use the CPI-W to annually adjust benefits paid to Social Security beneficiaries and Supplemental Security Income recipients.

Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1974	46.900	47.500	48.000	48.300	48.800	49.300	49.700	50.300	50.900	51.400	51.800	52.200
1975	52.400	52.800	53.000	53.200	53.500	53.900	54.500	54.700	54.900	55.300	55.600	55.800
1976	56.000	56.100	56.200	56.500	56.800	57.100	57.400	57.700	57.900	58.200	58.300	58.500
1977	58.900	59.500	59.800	60.300	60.600	61.000	61.300	61.500	61.800	61.900	62.200	62.500
1978	62.800	63.200	63.700	64.300	64.900	65.600	66.000	66.400	66.800	67.400	67.700	68.100
1979	68.700	69.500	70.300	71.100	71.900	72.800	73.700	74.400	75.100	75.700	76.400	77.200
1980	78.300	79.400	80.500	81.400	82.300	83.200	83.300	83.800	84.600	85.300	86.100	86.900
1981	87.500	88.500	89.000	89.600	90.300	91.100	92.200	92.800	93.700	93.900	94.100	94.400
1982	94.700	95.000	94.800	95.200	96.200	97.400	98.000	98.200	98.300	98.600	98.400	98.000
1983	98.100	98.100	98.400	99.000	99.500	99.800	100.100	100.500	101.000	101.200	101.200	101.200
1984	101.600	101.800	101.800	102.100	102.500	102.800	103.200	104.200	104.800	104.800	104.700	104.800
1985	104.900	105.400	105.900	106.300	106.700	107.000	107.100	107.300	107.600	107.900	108.300	108.600
1986	108.900	108.500	107.900	107.600	107.900	108.400	108.400	108.600	109.100	109.100	109.200	109.300
1987	110.000	110.500	111.000	111.600	111.900	112.400	112.700	113.300	113.800	114.100	114.300	114.200
1988	114.500	114.700	115.100	115.700	116.200	116.700	117.200	117.700	118.500	118.900	119.000	119.200
1989	119.700	120.200	120.800	121.800	122.500	122.800	123.200	123.200	123.600	124.200	124.400	124.600
1990	125.700	126.400	127.100	127.300	127.500	128.300	128.700	129.900	131.100	131.900	132.200	132.200
1991	132.800	132.800	133.000	133.300	133.800	134.100	134.300	134.600	135.200	135.400	135.800	135.900
1992	136.000	136.400	137.000	137.300	137.600	138.100	138.400	138.800	139.100	139.600	139.800	139.800
1993	140.300	140.700	141.100	141.600	141.900	142.000	142.100	142.400	142.600	143.300	143.400	143.300
1994	143.600	144.000	144.400	144.700	144.900	145.400	145.800	146.500	146.900	147.000	147.300	147.200
1995	147.800	148.300	148.700	149.300	149.600	149.900	149.900	150.200	150.600	151.000	150.900	150.900
1996	151.700	152.200	152.900	153.600	154.000	154.100	154.300	154.500	155.100	155.500	155.900	155.900

1997	156.300	156.800	157.000	157.200	157.200	157.400	157.500	157.800	158.300	158.500	158.500	158.200	2.
1998	158.400	158.500	158.700	159.100	159.500	159.700	159.800	160.000	160.200	160.600	160.700	160.700	
1999	161.000	161.100	161.400	162.700	162.800	162.800	163.300	163.800	164.700	165.000	165.100	165.100	
2000	165.600	166.500	167.900	168.000	168.200	169.200	169.400	169.300	170.400	170.600	170.900	170.700	
2001	171.700	172.400	172.600	173.500	174.400	174.600	173.800	173.800	174.800	174.000	173.700	172.900	
2002	173.200	173.700	174.700	175.800	175.800	175.900	176.100	176.600	177.000	177.300	177.400	177.000	
2003	177.700	179.200	180.300	179.800	179.400	179.600	179.600	180.300	181.000	180.700	180.200	179.900	
2004	180.900	181.900	182.900	183.500	184.700	185.300	184.900	185.000	185.400	186.500	186.800	186.000	
2005	186.300	187.300	188.600	190.200	190.000	190.100	191.000	192.100	195.000	195.200	193.400	192.500	
2006	194.000	194.200	195.300	197.200	198.200	198.600	199.200	199.600	198.400	197.000	196.800	197.200	
2007	197.559	198.544	200.612	202.130	203.661	203.906	203.700	203.199	203.889	204.338	205.891	205.777	
2008	206.744	207.254	209.147	210.698	212.788	215.223	216.304	215.247	214.935	212.182	207.296	204.813	
2009	205.700	206.708	207.218	207.925	208.774	210.972	210.526	211.156	211.322	211.549	212.003	211.703	
2010	212.568	212.544	213.525	213.958	214.124	213.839	213.898	214.205	214.306	214.623	214.750	215.262	
2011	216.400	217.535	220.024	221.743	222.954	222.522	222.686	223.326	223.688	223.043	222.813	222.166	
2012	223.216	224.317	226.304	227.012	226.600	226.036	225.568	227.056	228.184	227.974	226.595	225.889	
2013	226.520	228.677	229.323	228.949	229.399	230.002	230.084	230.359	230.537	229.735	229.133	229.174	
2014	230.040	230.871	232.560	233.443	234.216	234.702	234.525	234.030	234.170	233.229	231.551	229.909	
2015	228.294	229.421	231.055	231.520	232.908	233.804	233.806	233.366	232.661	232.373	231.721	230.791	
2016	231.061	230.972	232.209	233.438	234.436	235.289	234.771	234.904	235.495	235.732	235.215	235.390	
2017	236.854	237.477	237.656	238.432	238.609	238.813	238.617	239.448	240.939	240.573	240.666	240.526	
2018	241.919	242.988	243.463	244.607	245.770	246.196	246.155	246.336	246.565	247.038	245.933	244.786	
2019	245.133	246.218	247.768	249.332	249.871	249.747	250.236	250.112	250.251	250.894	250.644	250.452	
2020	251.361	251.935	251.375	249.515	249.521	251.054	252.636	253.597	254.004	254.076	253.826	254.081	
2021	255.296	256.843	258.935	261.237	263.612	266.412	267.789	268.387	269.086	271.552	273.042	273.925	
2022	276.296	278.943	283.176	284.575	288.022	292.542	292.219	291.629	291.854	293.003	292.495	291.051	
2023	293.565	295.057	296.021	297.730	298.382	299.394	299.899	301.551	302.257	302.071	301.224	300.728	
2024	302.201	304.284	306.502	307.811	308.163	308.054	308.501	308.640	309.046	309.358	308.998	309.067	

Notes: Beginning with the CPI for January 2007, BLS publishes monthly CPIs to 3 decimal places. For years before 2007, BLS published CPIs to one decimal place. We show 3 decimal places for every year to provide a consistent presentation. The data for 2000 include revisions released by BLS on September 28, 2000. Data for May through August 2016 include revisions released by BLS on October 18, 2016.

Cost-of-Living Adjustment (COLA) Information for 2025

Social Security and Supplemental Security Income (SSI) benefits for more than 72.5 million Americans will increase 2.5 percent in 2025.

The 2.5 percent cost-of-living adjustment (COLA) will begin with benefits payable to nearly 68 million Social Security beneficiaries in January 2025. Increased payments to nearly 7.5 million SSI recipients will begin on December 31, 2024. (Note: some people receive both Social Security and SSI benefits)

Read more about the [Social Security Cost-of-Living adjustment for 2025](#).

The maximum amount of earnings subject to the Social Security tax (taxable maximum) will increase to \$176,100.

The earnings limit for workers who are younger than "full" retirement age (see [Full Retirement Age Chart](#)) will increase to \$23,400. (We deduct \$1 from benefits for each \$2 earned over \$23,400.)

The earnings limit for people reaching their "full" retirement age in 2025 will increase to \$62,160. (We deduct \$1 from benefits for each \$3 earned over \$62,160 until the month the worker turns "full" retirement age.)

There is no limit on earnings for workers who are "full" retirement age or older for the entire year.

Read more about the [COLA, tax, benefit and earning amounts for 2025](#).

Your COLA Notice

In December 2024, Social Security COLA notices will be available online to most beneficiaries in the Message Center of their [my Social Security](#) account.

This year, for the first time, most Social Security beneficiaries will receive a newly designed and improved COLA notice that makes it easier for customers to find the information they need most. The simplified COLA notice is now only one page, uses plain and personalized language, and provides exact dates and dollar amounts of a person's new benefit amount and any deductions.

This is a secure, convenient way to receive COLA notices online and save the message for later. You can also choose to receive available notices online instead of by mail when you sign in or create a [my Social Security](#) account. Be sure to choose how you want us to let you know when your CO

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
- 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 25, 2025.
2. IF APPLICABLE: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THE CITY ADMINISTRATOR BE GIVEN A SALARY INCREASE OF \$ _____ FOR HER PERFORMANCE IN 2024, WITH AN EFFECTIVE DATE OF _____
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 _____

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda – March 13, 2025

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.



MEMORANDUM

FROM THE OFFICE OF THE CITY ADMINISTRATOR

TO: PERSONNEL COMMITTEE

FROM: MICHELE ELDRIDGE, CITY ADMINISTRATOR – HARRISBURG

SUBJECT: PERFORMANCE REVIEW

DATE: MARCH 5, 2025

Thank you for taking the time to evaluate my work performance over the last 12 months. I appreciate the feedback and strive to continually improve my performance. I believe in being as proactive as possible with the decisions that I make on behalf of the City of Harrisburg.

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. There were bigger regulatory issues to deal with; one of the hardest being the situation with the OGE. We continue to fight against other state agencies, continuing the battle with the DEQ over TMDL requirements, DPSST regulations, and continued overbearing standards typical to the State of Oregon. This included being required to submit a Bi-Lateral Compliance Order for the Water Bond Project, and then being caught in the loop that Chuck explained at one of the last meetings. These are part of the reasons that we are a founding member of SMAC; to find a different way to try to balance how small cities are treated by making our voices louder.

Most of the winter months were spent understanding and then working through the Federal FEMA PICM (Pre-Implementation Compliance Standards). We continue to hope for a solution to that issue, but I will be required to complete that process soon. At the very end of 2024 and in January, I was relieved that working with Linn County was amicable, and resulted in a restoration of our HRA revenues in this fiscal year. We are sending a special thank you to Linn County Treasurer Michelle Hawkins for allowing that restoration this year, rather than requiring the City to wait until the next fiscal year. One of the more pleasurable things that I was able to do this last year was to finally reinstitute the youth advisor program through the high school.

Requested Contract Changes:

I am asking one for two possible changes to my current contract.

Section 9.1: The industry standard for City Administrators is now longer than 4 months. I would like to extend mine to six months at this time. The first is a request to extend the time for the severance package from 4 months to 6 months. This is simple insurance on making sure that if Council members were to change, that there is more cushion to protect changes that are arbitrary in nature, rather than those based on job performance, or negligence.

Section 7: The second change is to consider allowing the City Administrator to cash out some of the vacation allowance when the City Schedule doesn't allow time off to be taken. While I had planned for time off to take care of all of my excess vacation time according to the limitations in the employee manual, I ended up having to cancel scheduled time off due to some of the challenges that I was dealing with. I believe that vacation is important to take; and that it's necessary to provide better job performance. I stress this with my staff as well. However, sometimes life happens, or rather, work happens, and time gets cancelled. This might be something to discuss as a possibility to apply to other staff. However, it needs to be set up so that it is after a certain limit has been reached. The intention is not for this to be an opportunity for people to get cash. If the Personnel Committee is willing to consider this for all staff, it wouldn't need to be a contract adjustment, as the benefits the employees receive are the same for the Administrator.

The following are the highlights of the last year, from the last evaluation until February 2025: Advocacy for the City of Harrisburg.

- We continue to work hard to make positive changes for small cities through our membership as a founding member of the Small Municipality Advocacy Coalition (SMAC). Along with determining some of our own priorities this last year, we have two House Bills, that are so brand new, that I haven't even been able to tell Council about the numbers and that they are now live until this week! We are especially proud of House Bill No. 3654, in relation to grants.
- We had a great City Day event in January, meeting with the Speaker of the House, the Minority Leader, and Majority Leader, the Co-Chair of the Ways and Means Committee, and our own Senator Cedric Hayden and Representative Jamie Cate. I provided an organized form showcasing the most important facts about Harrisburg that we provided to all of these legislators, including our most important Capital Request for the water bond project.
- Continue to work with the LOC and OCWCOG to provide more services for cities under populations of 5,000, specifically in terms of legislation and lobbying for changes that would benefit small cities like Harrisburg.
- Served on the 2024 LOC Water and Wastewater Policy Committee. Our priorities have now become part of the Water Caucus.
- Worked to advocate to make the changes to Recreational Immunity that are needed in order to maintain crucial access without worrying about a Parks user suing the City.
- 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.
- Met with Representative Jami Cate a second time and reviewed the most important projects that we are working on as a City.

Grant Funding Applied: There weren't many grants available through the State of Oregon, in 2024, that we had time or capacity to apply for. Some of that was also due to working through the grant requirements for grants obtained the previous year. (See Parks development conversation below.)

- **SRTS Grant Request: \$1.2M (failed)**

Other Projects, including Business & Development:

- Worked through and closed out the \$11,333 grant with Jim and Brenda Hoiland for continued work on the Moody Hardware Building.

- Worked with the owner of the former Air Thai Restaurant to obtain the Community & Economic Development Grant for \$39,160 to replace the roof and other improvements to the building, which was also closed in the fall. There is a business operating in that building that is an event business,
- Working with the REAL (Rural Economic Alliance) group as the City of Harrisburg representative. (Priority Objective No. 12) Continued to work with 9 other cities to promote our regional area. We are working through our strategic plan requirements, which this year included sending out a survey to all Harrisburg businesses.
- 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 Vice-President. I continue to promote the City of Harrisburg while doing so. I'm also still Chairing the Tri-County Expo Event as it returns to Harrisburg in 2025.
- Attended the 2024 Main St. Conference, networking with program leaders in cities throughout our region.
- Served on the educational committee of the Northwest Women's Leadership Association organization; working to encourage other women leaders to move forward to City Administrators/Managers. I sent our Finance Director to this year's program on a scholarship, and plan on sending Lori in the next year.
- Continued to work extensively with developers from the Butterfly Garden Subdivision, and Shadowood Subdivision. (Priority Objective 3) The Castleberry Crossings Subdivision was approved through the preliminary plat phase. We are continuing to move forward into the final plat phase, for this 53 dwelling unit subdivision. We also approved the preliminary plat for the Sommerville Meadows Subdivision, a 11 dwelling unit subdivision off of S. 9th St.
- 6 Land Use Cases included 1 subdivision, 1 adjustment (major), 2 site plans, 1 minor partition, and 1 variance. Also created new systems for administrative decisions, processing three this last year. This included an addition count of one lot line adjustment, one special use request, and one adjustment (minor).
- Completed the MOU with Junction City for additional solid waste services. In negotiations with them for planning how those services will be coordinated, and rolled out to our citizens.
- Formally notified Republic Services that we are terminating services with them according to the time frame required in our agreement with them. We are balancing the process of still requiring clean up day activities, even though Republics time is counting down.
- BNSF Franchise Agreement/Meetings: Continue to battle with BNSF over repairing 4th St., and continuing with their agreement to complete the 4th St./Rail Improvement Project.
- Walked Council through the process of hiring our next City Attorney; Sean Kidd.
- Transportation System Plan (Former TSP/TGM Grant) (Objective 5), to facilitate creating TSP Master Plan. Held one joint meeting with the Planning Commission and City Council, many small meetings between ODOT, the contractors, Chuck & myself. Working to complete the TSP process this year.
- Compliments and kudos to Public Works Director Chuck Scholz for the most recent TMDL report submitted to the DEQ, which was accepted with compliments.

- Submitted our Bi-Lateral Compliance Agreement for the water bond project, as we were required to do, and then getting stuck in the weird loop due to the State of Oregon.
- LCSO – Continue to work on current practices, especially in relation to homelessness. Worked on modifications to current agreements as needed to address the need for additional services during special events. Held another very successful National Night Out Event with multiple taxing agencies, two law enforcement agencies, and City services being offered and focused upon (NHMP outreach), as well as feeding and entertaining Harrisburg citizens. (Priority No. 8)
- Worked with Hunter Communications on a new franchise agreement, including a policy on steps the City should take if we encounter another new franchise request in the future.
- Met ridiculous DPSST regulations and established our public entity as meeting the private entity requirements to allow our employee to use his DPSST certification and training.
- Renewed our OBCD requirements that allow us to continue to run our own building permit program through the IGA with Junction City.
- Worked through a one-year extension of our agreement with Coburg Police, and now working to increase our Code Enforcement Services in Harrisburg, especially using them to meet citizens in Harrisburg, allowing our employee to do more of the administrative footwork needed by the program.

Park Development: (Objective 4(c))

- Worked with Recreational Trails Program grant representative on next steps, which included a RTP for cultural survey services. This step must be complete before the grant will be funded. We are meeting with the archeologists and project leads on the 11th.
- Met with the Willamette River Trails board to generate excitement, and continue to build up advocacy for Eagle Park development. (Several members are on the RTP and OPRD Boards).
- Chuck and his team finished installation of the dog park; we are working on continuing development using the last of the small LGGP grant funds, which must be closed out by the end of the year.
- Initiated the Wetlands delineation process in order to meet one of the requirements of using the lower section of park outside of City limits.
- Filed a Conditional Use Permit for a public park, and a Greenway Development Permit with Linn County; will be meeting with them on March 11, 2025.

Water Bond Project: (Objective 9):

- With the Public Works Director’s hard work, we finally launched the successful 3rd bid process for the water bond project, and started construction this year. His work load and employees work loads continue to expand due to that project.
- Continuing to work on additional funding needs for this project, including filing capital requests with the Oregon Legislature, and preparing to obtain a Special Public Works Fund Loan in the future. Our issue with the HRA Revenue almost created the need for more debt on behalf of the City. We haven’t escaped more change orders, but luckily, it’s not due to the lack of being able to use the \$2M available in the HRA fund.
- As noted above, continue to communicate with citizens about the steps the City is taking in relation to the Water Bond Project. Used website notices, Friday Updates, and Newsletters for main notifications.

Street Projects: (Objective No. 6):

- Our Public Works Director worked hard on completing the 6th Street Improvement Project. This project installed several badly needed safety projects for the elementary school, and improved this entire area.
- Cleaned up some reserve strip designations on existing streets. (More to do in the future too!)

Land Use Fees/SDC's/CIP:

- Updated land use fees slightly, and the building permit fees to be updated to the same as those used in Junction City. Went through the OBCD public notification process to do this.
- The TSP project is working towards an updated program, which will update the Transportation SDC's, and provide additional changes to our development code.

City Administrator Evaluation

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/O if you have *Not Observed* the City Administrator in action for the question asked.**

<u>Rating</u>	<u>Description</u>
1	Unacceptable - Unsatisfactory Performance
2	Conditional - Requires Improvement
3	Satisfactory - Meets Expectations
4	Outstanding - Generally Exceeds Expectations
5	Exceptional-Substantially Exceeds Expectations
N/O	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:

Planning						
18.	Does the City Administrator make recommendations to the Planning Commission and City Council where appropriate, on development related issues, zoning, and Comprehensive Plan matters?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Rating</td> <td style="width: 85%;">Comments:</td> </tr> <tr> <td style="height: 100px;"></td> <td></td> </tr> </table>	Rating	Comments:		
Rating	Comments:					
19.	Does the City Administrator work with the public, developers, and decision makers in fairly applying city land use laws and regulations?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Rating</td> <td style="width: 85%;">Comments:</td> </tr> <tr> <td style="height: 100px;"></td> <td></td> </tr> </table>	Rating	Comments:		
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?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Rating</td> <td style="width: 85%;">Comments:</td> </tr> <tr> <td style="height: 100px;"></td> <td></td> </tr> </table>	Rating	Comments:		
Rating	Comments:					

Financial Management / Budget						
21.	Does the City Administrator ensure the budget is prepared and executed in the manner approved by the city council?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Rating</td> <td style="width: 85%;">Comments:</td> </tr> <tr> <td style="height: 100px;"></td> <td></td> </tr> </table>	Rating	Comments:		
Rating	Comments:					
22.	Does the City Administrator ensure the City's funds and monetary reserves are managed properly?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Rating</td> <td style="width: 85%;">Comments:</td> </tr> <tr> <td style="height: 100px;"></td> <td></td> </tr> </table>	Rating	Comments:		
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 \$111,500 plus the approved COLI for FY 2024/2025.
 - 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.

7.2 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.

7.3 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.

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

7.5 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 15th day of March of 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 lump sum payment equal to ~~four (4)~~ six (6) months of her aggregate salary and benefits.

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 to this 13th day of February 2024.

City of Harrisburg by Robert Duncan, Mayor

Michele Eldridge

Attachments: ICMA Code of Ethics

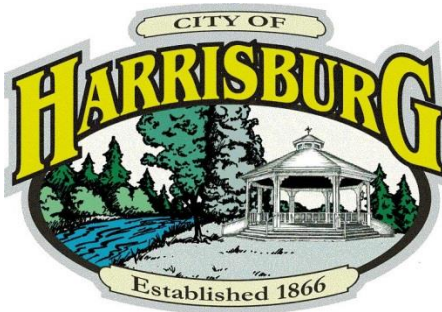
Council Priorities

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 2024-2025</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. 12)



2 M Gallon Water Tank



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 Clerk~~, Finance ~~Director/Officer~~/Deputy City Recorder, Public Works Director, and ~~Utility Billing Supervisor/Building Permit Clerk~~ 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 Manual and~~ recommends changes to the Personnel Committee.
6. ~~Confers~~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 ~~s~~Strategic ~~p~~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 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, andwith~~ 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 ~~Building Permit Clerk 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: 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~~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 on _____.