



# NOTICE

## PERSONNEL & FINANCE COMMITTEE MEETING

April 23, 2025      6:00 P.M.

Monroe Community Center, 605 Main St, Monroe, Oregon

### Agenda

- Call to Order
- Roll Call/Mayor & Councilors Present for Meeting
- Review, Discuss, Deliberate, and Vote on the Following Topics:
  - City Administrator role
  - City Recorder role
  - Utility Worker on-call checklist
  - Adjust Utility Worker pay range
  - Stipend for Mayor
  - See how staff's tracked hours for higher level work is going; are temp pay percentages appropriate based on the work they're doing, or do they need adjustment?
  - Review Admin Assistant position description in preparation for job posting

6. Adjournment

#### **Zoom Information**

Meeting ID: 812 4164 7271

Passcode: 157041