

COBURG CITY COUNCIL ACTION/ISSUE ITEM



TOPIC: Resolution 2022-14, A Resolution Adopting the Salary and Classification Schedule for Fiscal Year 2022-23

Meeting Date: June 14, 2022
Staff Contact: Tim Gaines, Finance Director
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CITY COUNCIL GOAL(S)

Goal 4. Fiscal Stewardship

REQUESTED COUNCIL ACTION

Consider Fiscal Year 2022-23 pay scale which continues City Council's direction of a merit-based structure and to update scale for all employees for budget year 2022-23.

Suggested Motion; "I move to adopt Resolution 2022-14, the Fiscal Year 2022-23 City of Coburg pay scale."

BACKGROUND

As a result of the 2012 subcommittee recommendations, interpretations that related to the Coburg Personnel Manual and associated issues related to the Police Department, annual pay scales have been developed during the budget process.

At the May 2013 City Council meeting, Council endorsed an approach to the pay scale as follows:

The Local Government Personnel Institute (LGPI) recommended a 6-step pay scale where each step represented 5%. Council adopted 2% between steps. With 2% between steps, it takes several additional steps to acquire the upper-end of the recommended pay scale. Therefore, to maintain consistency with the recommended overall range for each position, the pay scale was extended to reflect the LGPI recommendation. The result is a 14-step scale.

In 2017 the City contracted with LGPI to conduct a salary analysis. From that analysis the salary scale was adjusted to allow for employee personal growth and to align salaries with regional small cities. This did not mean that employees received raises; it did mean that the salary scale

provides room for growth in their profession and longevity at the City. This process was reviewed by the Mayor and Councilor Bell as requested by the Mayor.

If a positive performance review is completed, that employee's pay could be shifted up one step on the newly adopted schedule. Employees are annually eligible for a step increase.

It was further recommended that Council adopt an updated version of the pay scale annually as it relates to the new fiscal year budget.

In March of 2021, the City Council adopted the priority goals and work plan for the City of Coburg for fiscal year 2022. One of the work plan items was to complete a salary analysis. The City moved forward to establish a contract with Local Government Personnel Institute to complete this work through Lane Council of Governments. The final report was issued to the City in August of 2021. The following were the steps taken to complete the report and to make recommendations to Council:

1. Staff Leadership Team met to discuss comparative cities and entities for the report.
2. All pertinent information was forwarded to contractor.
3. Contractor provided a draft report to staff, which the staff reviewed. Some cities had not provided information and the question was raised to either move forward with the information contained in the report, or to try to go back to the cities and ask them to provide information. The staff elected to take the time to gather the information from the comparative cities. This took additional time than expected and therefore delayed the final report.
4. When the final report was received, it was provided to the staff for review.
5. A comparative was done to the current salary schedule and the salary analysis report. The results of this analysis found the Coburg salaries were significantly lower than the region, and the comparative cities in most all of departments, but more significantly in some departments.
6. Staff completed an in-house analysis utilizing the Salary Analysis and made a recommendation to increase the overall salary scale by 15% in Court, Planning, Police, and Public works, and by 10% for administration.
7. Staff took the new scale and provided financial analysis as to the effects on the budget for the City over 5 years. An analysis on the utility accounts was also completed to find if this change would create a need to raise rates.
8. In addition, staff took the time to discuss changes that should be made to the scale at the time including renaming positions, creating new positions, and categorizing the scale by Department. New columns were also added to note positions that are eligible for On-call and Certification pay.
9. The recommended changes attempted to provide growth potential for every position at the City, and to bring salaries as close to regional standards as possible.
10. On August 31, 2021, the City Council held a work session and received the Salary Analysis report and all staff analysis.

After discussion, the Council gave direction to move forward with the salary scale amendment as presented.

Current schedule includes a 4.0% COLA that was approved in the 2022-23 Budget Process. See Attachment B.

RECOMMENDATION AND ALTERNATIVES

1. City Council may adopt the recommended Fiscal year 2022-23 pay scale.
 2. City Council may request additional information for the Fiscal Year 2022-23 pay scale.
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BUDGET / FINANCIAL IMPACT

Pay and benefits are a principal City expense. Adjustments to pay and benefits can have a significant financial impact on the City. The adopted Fiscal Year 2022-23 Budget is consistent with this pay scale recommendation.

PUBLIC INVOLVEMENT

No public involvement was included as part of this item.

NEXT STEPS

If adopted, Staff will implement the new pay scale.

ATTACHMENTS

- A. Draft Resolution 2022-14
 - B. Draft FY 2022-23 Pay Scales
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REVIEWED THROUGH:

Anne Heath, City Administrator

RESOLUTION 2022-14

A RESOLUTION ADOPTING THE SALARY AND CLASSIFICATION SCHEDULE FOR FISCAL YEAR 2022-23

WHEREAS, the City of Coburg has adopted a salary and classification schedule in the past by several methods, including by inclusion in the personnel policies of the City; and

WHEREAS, the City Charter requires that City Council fix the amount of compensation for City officers and approve compensation plan for City Employees.

WHEREAS, the City's approved fiscal policy calls for adoption of the Salary Schedule by Resolution annually; and

WHEREAS, this Fiscal Year the Coburg City Council chose to include a salary and classification schedule in the Fiscal 2022-23 Budget;

NOW THEREFORE, BE IT RESOLVED By the City of Coburg:

The Salary Schedule set forth in the adopted budget is hereby adopted as the Official Salary Schedule of the City of Coburg for Fiscal Year 2022-23.

Adopted by the **City Council** of the **City of Coburg**, Oregon by vote of ____ for and ____ against this 14th day of June, 2022.

Ray Smith, Mayor

ATTEST:

Sammy L. Egbert, City Recorder

Salary and Classification Schedule
FY 2022-2023 with 4.0% COLA

FOR ALL STAFF

Supervises Others	Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Administration															
City Administrator *	Negotiated Contract														
Finance Director		36,78	37,52	38,27	39,03	39,82	40,61	41,42	42,25	43,10	43,96	44,84	45,74	46,65	47,58
Salary		76,510	78,040	79,601	81,193	82,817	84,473	86,162	87,886	89,643	91,436	93,265	95,130	97,033	98,973
Accountant		45,531	46,446	47,382	48,339	49,356	50,274	51,272	52,291	53,331	54,392	55,474	56,576	57,699	58,843
Hourly		21,89	22,33	22,78	23,24	23,70	24,17	24,65	25,14	25,64	26,15	26,67	27,20	27,74	28,29
Assistant City Administrator *		36,78	37,52	38,27	39,03	39,82	40,61	41,42	42,25	43,10	43,96	44,84	45,74	46,65	47,58
Salary		76,510	78,040	79,601	81,193	82,817	84,473	86,162	87,886	89,643	91,436	93,265	95,130	97,033	98,973
City Recorder *		29,27	29,85	30,45	31,06	31,68	32,31	32,96	33,62	34,29	34,98	35,68	36,39	37,12	37,86
Salary		60,875	62,093	63,335	64,601	65,893	67,211	68,556	69,927	71,325	72,752	74,207	75,691	77,205	78,749
Utility Billing Specialist		44,637	45,531	46,446	47,382	48,339	49,296	50,274	51,272	52,291	53,331	54,392	55,474	56,576	57,699
Hourly		21,46	21,89	22,33	22,78	23,24	23,70	24,17	24,65	25,14	25,64	26,15	26,67	27,20	27,74
Administrative Specialist		39,790	40,581	41,392	42,224	43,077	43,930	44,803	45,698	46,613	47,549	48,506	49,483	50,482	51,501
Hourly		19,13	19,51	19,90	20,30	20,71	21,12	21,54	21,97	22,41	22,86	23,32	23,79	24,27	24,76
Administrative Assistant 2		38,438	39,187	39,978	40,768	41,579	42,411	43,264	44,138	45,011	45,906	46,821	47,757	48,714	49,691
Hourly		18,47	18,84	19,22	19,60	19,99	20,39	20,80	21,22	21,64	22,07	22,51	22,96	23,42	23,89
Administrative Assistant 1		36,213	36,941	37,690	38,438	39,208	39,998	40,789	41,600	42,432	43,285	44,158	45,032	45,926	46,842
Hourly		17,41	17,76	18,12	18,48	18,85	19,23	19,61	20,00	20,40	20,81	21,23	21,65	22,08	22,52
Administrative Assistant - Temporary		13,50	13,77	14,05	14,33	14,61	14,91	15,20	15,51	15,82	16,13	16,46	16,79	17,12	17,46
Hourly - Legal Minimum Wage		13,50	13,77	14,05	14,33	14,61	14,91	15,20	15,51	15,82	16,13	16,46	16,79	17,12	17,46
Count															
Court Administrator		28,27	28,84	29,41	30,00	30,60	31,21	31,84	32,47	33,12	33,79	34,46	35,15	35,85	36,57
Salary		58,804	59,980	61,179	62,403	63,651	64,924	66,223	67,547	68,898	70,276	71,681	73,115	74,577	76,069
Police															
Police Chief *		43,31	44,17	45,06	45,96	46,88	47,81	48,77	49,75	50,74	51,76	52,79	53,85	54,92	56,02
Salary		90,079	91,881	93,718	95,593	97,505	99,455	101,444	103,473	105,542	107,653	109,806	112,002	114,242	116,527
Police Sergeant *		74,651	76,149	77,667	79,227	80,808	82,430	84,074	85,738	87,464	89,211	91,000	92,830	94,682	96,574
Hourly		35,89	37,34	38,09	38,85	39,63	40,42	41,23	42,05	42,89	43,75	44,63	45,52	46,43	47,35
Police Officer 1		57,699	58,843	60,029	61,235	62,462	63,710	64,979	66,269	67,600	68,952	70,325	71,739	73,174	74,630
Hourly		27,74	28,29	28,86	29,44	30,03	30,63	31,24	31,86	32,50	33,15	33,81	34,49	35,18	35,88
Police Department Technician		47,590	48,547	49,525	50,523	51,542	52,582	53,643	54,725	55,827	56,950	58,094	59,259	60,445	61,651
Hourly		22,88	23,34	23,81	24,29	24,78	25,28	25,79	26,31	26,84	27,38	27,93	28,49	29,06	29,64
Reserve Officer		39,832	40,632	41,434	42,266	43,118	43,971	44,845	45,739	46,654	47,590	48,547	49,525	50,523	51,542
On-Call officer only (50 hours PY)		19,15	19,53	19,92	20,32	20,73	21,14	21,56	21,99	22,43	22,88	23,34	23,81	24,29	24,78
Planning/Development															
Planner/Development Director *		30,32	30,92	31,54	32,17	32,82	33,47	34,14	34,82	35,52	36,23	36,96	37,70	38,45	39,22
Salary		63,059	64,321	65,607	66,919	68,257	69,623	71,015	72,435	73,884	75,362	76,869	78,406	79,975	81,574
Staff Planner/Development		46,654	47,590	48,547	49,525	50,523	51,542	52,582	53,643	54,725	55,827	56,950	58,094	59,259	60,445
Hourly		22,43	22,88	23,34	23,81	24,29	24,78	25,28	25,79	26,31	26,84	27,38	27,93	28,49	29,06
Public Works															
Public Works Director *		37,22	37,96	38,72	39,49	40,28	41,09	41,91	42,75	43,60	44,48	45,37	46,27	47,20	48,14
Salary		77,408	78,956	80,536	82,146	83,789	85,465	87,174	88,918	90,696	92,510	94,360	96,247	98,172	100,136
Public Works Supervisor *		27,774	28,30	28,86	29,44	30,03	30,63	31,24	31,87	32,50	33,15	33,82	34,49	35,18	35,89
Salary		57,701	58,855	60,032	61,233	62,462	63,710	64,981	66,281	67,606	68,958	70,338	71,744	73,179	74,643
Public Works Operator 3		51,355	52,374	53,414	54,475	55,557	56,659	57,782	58,947	60,133	61,339	62,566	63,814	65,083	66,394
Hourly		24,09	25,18	25,68	26,19	26,71	27,24	27,78	28,34	28,91	29,49	30,08	30,68	31,29	31,92
Public Works Operator 2		44,990	45,885	46,800	47,736	48,693	49,670	50,669	51,688	52,728	53,789	54,870	55,973	57,096	58,240
Hourly		21,63	22,06	22,50	22,95	23,41	23,88	24,36	24,85	25,35	25,86	26,38	26,91	27,45	28,00
Public Works Operator 1		40,165	40,976	41,787	42,619	43,472	44,346	45,240	46,155	47,070	48,006	48,963	49,941	50,939	51,958
Hourly		19,31	19,70	20,09	20,49	20,90	21,32	21,75	22,19	22,63	23,08	23,54	24,01	24,49	24,98
Public Works Seasonal Worker		13,50	13,77	14,05	14,33	14,62	14,91	15,21	15,51	15,82	16,14	16,46	16,79	17,13	17,47
Hourly - Legal Minimum Wage		28,080	28,642	29,224	29,806	30,410	31,013	31,637	32,261	32,906	33,571	34,237	34,923	35,630	36,338