

COBURG CITY COUNCIL ACTION/ISSUE ITEM



TOPIC: Resolution 2021-20, A Resolution Adopting Amendments to the Salary and Classification Schedule for Fiscal Year 2021-22

Meeting Date: September 14, 2021
Staff Contact: Tim Gaines, Finance Director
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CITY COUNCIL GOAL(S)

Goal 4. Fiscal Stewardship

REQUESTED COUNCIL ACTION

Consider adopting the amendments for the 2021-22 Salary and Classification Schedule

Suggested Motion; "I move to adopt Resolution 2021-20, amending the Salary and Classification Schedule for Fiscal year 2021-22

BACKGROUND

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

1. After adoption of this Resolution the Finance Department will move all employees on to the new scale in the first pay period of October, 2021. This will result in a cost to the City as their will be payroll adjustments upwards for staff. Staff will be moved onto the scale either at Step 1 on the new scale, or as appropriated placed as possible given their position. In some instances, and when necessary, the City Administrator will make decisions to move an employee up more than one step in order to provide a reasonable adjustment to the salary of that employee.
 2. Staff will prepare fund transfers to adjust the adopted budget for Fiscal Year 2021-22 at the appropriate time during the fiscal year and prior to the end of the fiscal year. These budget transfers will be approved by a separate resolution of the City Council and combined with any other budget adjustments needed for the fiscal year.
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RECOMMENDATION AND ALTERNATIVES

Staff recommends the Council adopt Resolution 2021-20 amending the current salary scale.

The alternative will be for the Council to not adopt the resolution and the salary scale will remain the same.

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. This decision will have a large impact on the Budget of the City and will compound for future years. It is anticipated that the cost to move all

employees to the new scale in the current year will be at a cost of approximately \$75,000 when considering employer costs and PERS expense.

PUBLIC INVOLVEMENT

No public involvement was included as part of this project

ATTACHMENTS

- A. Draft Resolution 2021-20
 - B. Draft Amended FY 2021-22 Pay Scales
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REVIEWED THROUGH:

Anne Heath, City Administrator

RESOLUTION 2021-20

A RESOLUTION ADOPTING AMENDMENTS TO THE SALARY AND CLASSIFICATION SCHEDULE FOR FISCAL YEAR 2021-22

WHEREAS, In February of 2021 the Council adopted priority goals and a work plan which included conducting a salary analysis for all City positions; and

WHEREAS, the City of Coburg met in work session on August 31, 2021, and gave staff direction to amend the current salary scale based upon the information contained in the Salary Analysis; 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 adjusted periodically through a formal salary analysis; and

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

The amended Salary Schedule as presented is hereby adopted as the official Salary Schedule of the City of Coburg for Fiscal Year 2021-22.

Adopted by the **City Council** of the **City of Coburg**, Oregon by vote of ____ for and ____ against this 12th day of September, 2021.

Ray Smith, Mayor

ATTEST:

Sammy L. Egbert, City Recorder