

**COBURG CITY COUNCIL
ACTION/ISSUE ITEM**



TOPIC: Resolution 2023-10, a Resolution Adopting the Salary and Classification Schedule for Fiscal Year 2023-2024

Meeting Date: June 13, 2023
Staff Contact: Anne Heath, City Administrator
Contact: 541-682-7871, anne.heath@ci.coburg.or.us

CITY COUNCIL GOAL(S)

Goal 4. Fiscal Stewardship

REQUESTED COUNCIL ACTION

Consider Fiscal Year 2023-24 pay scale which continues City Councils direction of a merit-based structure and to update scale for all employees for budget year 2023-2024

Suggested Motion; "I move to adopt Resolution 2023-10, the Fiscal Year 2023-24 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.

The current schedule includes a 4.0% COLA which was approved in the 2023-2024 Budget Process, and by Council on April 11, 2023. The new pay rates will begin on July 1, 2023.

RECOMMENDATION AND ALTERNATIVES

1. City Council may adopt the recommended Fiscal year 2023-2024 pay scale.
 2. City Council may request additional information for the Fiscal Year 2023-2024 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 2023-24 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 2023-10
 - B. Draft FY 2023-24 Pay Scales
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REVIEWED THROUGH:

Anne Heath, City Administrator

RESOLUTION 2023-10

A RESOLUTION ADOPTING THE SALARY AND CLASSIFICATION SCHEDULE FOR FISCAL YEAR 2023-2024

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 2023-2024 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 2023-2024.

Adopted by the **City Council** of the **City of Coburg**, Oregon by vote of ____ for and ____ against this 13th day of June, 2023.

Nancy Bell, , Mayor

ATTEST: _____
Sammy L. Egbert, City Recorder