

## COBURG CITY COUNCIL ACTION/ISSUE ITEM

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### TOPIC: Resolution 2021-10, A Resolution Adopting the Salary and Classification Schedule for Fiscal Year 2021-22

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Meeting Date: June 8, 2021  
Staff Contact: Tim Gaines, Finance Director  
Contact: 541-682-7870, tim.gaines@ci.coburg.or.us

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#### CITY COUNCIL GOAL(S)

Goal 4. Fiscal Stewardship

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#### REQUESTED COUNCIL ACTION

Consider Fiscal Year 2021-22 pay scale which continues City Council's direction of a merit-based structure and to update scale for all employees for budget year 2021-22.

***Suggested Motion; "I move to adopt Resolution 2021-10, the Fiscal Year 2021-22 City of Coburg pay scale."***

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#### 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.

Current schedule includes a 2.0% COLA that was approved in the 2021-22 Budget Process. See Attachment B.

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

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#### **RECOMMENDATION AND ALTERNATIVES**

1. City Council may adopt the recommended Fiscal year 2021-22 pay scale.
2. City Council may request additional information for the Fiscal Year 2021-22 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 2021-22 Budget is consistent with this pay scale recommendation.

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#### **PUBLIC INVOLVEMENT**

No public involvement was included as part of this item.

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#### **NEXT STEPS**

If adopted, Staff will implement the new pay scale.

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#### **ATTACHMENTS**

- A. Draft Resolution 2021-10
- B. Draft FY 2021-22 Pay Scales

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#### **REVIEWED THROUGH:**

Anne Heath, City Administrator

## **RESOLUTION 2021-10**

### **A RESOLUTION ADOPTING THE SALARY AND CLASSIFICATION SCHEDULE FOR FISCAL YEAR 2021-22**

**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 2021-22 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 2021-22.

**Adopted** by the **City Council** of the **City of Coburg**, Oregon by vote of \_\_\_\_ for and \_\_\_\_ against this 8<sup>th</sup> day of June, 2021.

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Ray Smith, Mayor

ATTEST:

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Sammy L. Egbert, City Recorder

**FY2021-22 with 2.0% COLA    FOR ALL STAFF**

Class	Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Management															
	City Administrator	Negotiated Contract													
M5	Finance Director	66,879	68,217	69,581	70,973	72,392	73,840	75,317	76,823	78,359	79,927	81,525	83,156	84,819	86,515
		32.15	32.80	33.45	34.12	34.80	35.50	36.21	36.93	37.67	38.43	39.19	39.98	40.78	41.59
		75,317	76,823	78,359	79,927	81,525	83,156	84,819	86,515	88,245	90,010	91,811	93,647	95,520	97,430
	36.21	36.93	37.67	38.43	39.19	39.98	40.78	41.59	42.43	43.27	44.14	45.02	45.92	46.84	
	Assistant City Administrator	66,879	68,217	69,581	70,973	72,392	73,840	75,317	76,823	78,360	79,927	81,526	83,156	84,819	86,516
		32.15	32.80	33.45	34.12	34.80	35.50	36.21	36.93	37.67	38.43	39.19	39.98	40.78	41.59
M3	Public Works Director	64,723	66,017	67,337	68,684	70,058	71,459	72,888	74,346	75,833	77,349	78,896	80,474	82,084	83,726
		31.12	31.74	32.37	33.02	33.68	34.36	35.04	35.74	36.46	37.19	37.93	38.69	39.46	40.25
M2	Court Administrator	49,167	50,150	51,153	52,176	53,220	54,284	55,370	56,477	57,607	58,759	59,934	61,133	62,355	63,602
		23.64	24.11	24.59	25.08	25.59	26.10	26.62	27.15	27.70	28.25	28.81	29.39	29.98	30.58
		53,213	54,277	55,363	56,470	57,599	58,751	59,926	61,125	62,348	63,594	64,866	66,164	67,487	68,837
	City Recorder	25.58	26.09	26.62	27.15	27.69	28.25	28.81	29.39	29.97	30.57	31.19	31.81	32.45	33.09
	8 Planner/Development Director	52,725	53,780	54,855	55,952	57,071	58,213	59,377	60,564	61,776	63,011	64,272	65,557	66,868	68,205
		25.35	25.86	26.37	26.90	27.44	27.99	28.55	29.12	29.70	30.29	30.90	31.52	32.15	32.79
Non-Exempt															
15	Police Sargent	30.01	30.61	31.22	31.85	32.48	33.13	33.79	34.47	35.16	35.86	36.58	37.31	38.06	38.82
		62,417	63,666	64,939	66,238	67,563	68,914	70,292	71,698	73,132	74,595	76,087	77,608	79,160	80,744
		23.19	23.66	24.13	24.61	25.11	25.61	26.12	26.64	27.18	27.72	28.27	28.84	29.42	30.00
14	Police Officer 1	48,245	49,210	50,194	51,198	52,222	53,267	54,332	55,419	56,527	57,657	58,811	59,987	61,187	62,410
		23.19	23.66	24.13	24.61	25.11	25.61	26.12	26.64	27.18	27.72	28.27	28.84	29.42	30.00
		48,245	49,210	50,194	51,198	52,222	53,267	54,332	55,419	56,527	57,657	58,811	59,987	61,187	62,410
12	Utility Billing Clerk	18.76	19.13	19.52	19.91	20.30	20.71	21.12	21.55	21.98	22.42	22.87	23.32	23.79	24.27
		39,016	39,797	40,592	41,404	42,232	43,077	43,939	44,817	45,714	46,628	47,561	48,512	49,482	50,472
		18.76	19.13	19.52	19.91	20.30	20.71	21.12	21.55	21.98	22.42	22.87	23.32	23.79	24.27
11	Planner/Community Development	39,016	39,796	40,592	41,404	42,232	43,077	43,938	44,817	45,713	46,628	47,560	48,512	49,482	50,471
		19.90	20.30	20.70	21.12	21.54	21.97	22.41	22.86	23.32	23.78	24.26	24.74	25.24	25.74
		41,392	42,220	43,065	43,926	44,804	45,701	46,615	47,547	48,498	49,468	50,457	51,466	52,496	53,546
9	Accountant	19.14	19.52	19.91	20.31	20.71	21.13	21.55	21.98	22.42	22.87	23.33	23.79	24.27	24.75
		39,801	40,597	41,409	42,237	43,082	43,944	44,823	45,719	46,633	47,566	48,517	49,488	50,478	51,487
		18.08	18.45	18.82	19.19	19.58	19.97	20.37	20.77	21.19	21.61	22.05	22.49	22.94	23.39
8	Public Works Operator 2	37,616	38,368	39,136	39,918	40,717	41,531	42,362	43,209	44,073	44,955	45,854	46,771	47,706	48,660
		16.72	17.05	17.39	17.74	18.10	18.46	18.83	19.20	19.59	19.98	20.38	20.79	21.20	21.63
		34,773	35,468	36,178	36,901	37,639	38,392	39,160	39,943	40,742	41,557	42,388	43,236	44,101	44,983
6	Public Works Operator 1	16.15	16.47	16.80	17.13	17.48	17.83	18.18	18.55	18.92	19.30	19.68	20.08	20.48	20.89
		33,585	34,257	34,942	35,641	36,353	37,080	37,822	38,579	39,350	40,137	40,940	41,759	42,594	43,446
		16.15	16.47	16.80	17.13	17.48	17.83	18.18	18.55	18.92	19.30	19.68	20.08	20.48	20.89
5	Administrative Assistant II	33,585	34,257	34,942	35,641	36,353	37,080	37,822	38,579	39,350	40,137	40,940	41,759	42,594	43,446
		15.22	15.52	15.83	16.15	16.47	16.80	17.14	17.48	17.83	18.19	18.55	18.92	19.30	19.69
		31,654	32,287	32,933	33,592	34,264	34,949	35,648	36,361	37,088	37,830	38,586	39,358	40,145	40,948
3	Publics Works Worker	15.22	15.52	15.83	16.15	16.47	16.80	17.14	17.48	17.83	18.19	18.55	18.92	19.30	19.69
		31,654	32,287	32,933	33,592	34,264	34,949	35,648	36,361	37,088	37,830	38,586	39,358	40,145	40,948
		12.75	13.01	13.27	13.53	13.80	14.08	14.36	14.65	14.94	15.24	15.54	15.85	16.17	16.49
2	Temporary Administrative I	26,520	27,050	27,591	28,143	28,706	29,280	29,866	30,463	31,072	31,694	32,328	32,974	33,634	34,306
		16.31	16.64	16.97	17.31	17.65	18.01	18.37	18.73	19.11	19.49	19.88	20.28	20.68	21.10
		33,924	34,603	35,295	36,001	36,721	37,455	38,204	38,968	39,748	40,543	41,354	42,181	43,024	43,885