



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action – Resolution No. 17 for 2024 – Updating Non-Represented Management Salary Schedules

**Preferred Agenda:** July 9, 2024

**Submitted By:** Cecily Hope Pretty, Administrative Services Director

**Reviewed By:** Kelcey Young, City Manager

**Type of Action:** Resolution  Motion  Roll Call  Other

**Relevant Code/Policy:** City Budget

**Towards Council Goal:** Be an Effective and Efficient Government, Rejuvenate Essential Services, Economic Strength, Image Building

**Attachments:** Resolution No. 17 for 2024; Exhibit A, Current & Proposed Salary Schedules

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**Purpose of this RCA:**

To seek City Council approval for an updated non-represented management salary schedules.

**Background/Context:**

The City of Sweet Home respects and appreciates its employees and recognizes the important role they play in the organization and the community’s success. The need to retain and recruit quality employees and candidates is directly related to the compensation offered. The City Council, by Charter, must approve compensation modifications for City personnel.

Section 6 of the City Charter states, “The Council shall fix the compensation of all City officers and employees.”

SHMC 2.48.030 states, “Personnel rules shall be adopted and amended by resolution of the City Council. The rules shall provide means to recruit, select, develop and maintain an effective and responsive work force and shall include policies and procedures for employee hiring and advancement, training and career development, job classification, salary administration, retirement, fringe benefits, discipline, discharge and other related activities.”

The City’s Personnel Policy 3(c) states, “To ensure that the City’s salary ranges and pay plan are as competitive as possible, salary data studies may be done approximately every three (3) years. Salary information from equivalent public entities will be compared with the City’s salary schedule and pay plan. Department Heads should notify the City Manager when conditions warrant a study of certain positions. The City Manager shall conduct or have conducted the appropriate studies and, if feasible, submit a recommendation to the City Council. Any adjustments to the pay plan must be approved by the City Council.”

**The Challenge/Problem:**

The City's evolving needs include a stronger supervisory role for planning and building, as well as an administrative position that can be tasked with the numerous special projects generated by the City Manager's Office, City committees, and other initiatives. The current Communications Manager role has expanded significantly outside of its original scope, necessitating a realignment to a broader title and job description. The new title of Planning and Building Manager will see no adjustment to salary, but will provide necessary guidance to lower roles in the Community and Economic Development Department while maintaining a needed focus on economic development initiatives where appropriate.

**Stakeholders:**

1. **Citizens**: Citizens deserve competent, qualified personnel and excellence in the City's Executive Team.
2. **City Council**: City Council can empower the recruitment of high quality employees through salary administration who will deliver on City Council goals and City programs.
3. **City Staff**: Desirable candidates will be attracted to Sweet Home and motivated to remain on staff; non-management staff will benefit from well-qualified hires and longevity in high quality management.

**Issues and Financial Impacts:**

The fiscal year 2025 budget can absorb the proposed adjustment for the Special Projects Manager. There is no financial impact for the title change to Planning and Building Manager.

**Elements of a Stable Solution:**

A fiscally responsible solution to recognize the actual workload and duties of staff based on current City of Sweet Home needs.

**Options:**

1. Do Nothing: The updates will not be approved and staff will remain in their current roles.
2. Amend the Resolution: Suggest an alternative to the resolution as proposed.
3. Approve the Resolution: Move to approve Resolution No. 17 for 2024 updating salary schedules.

**Recommendation:**

Staff recommends Option 3: Move to approve Resolution No. 17 for 2024 updating salary schedules.