



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Resolution No. 19 for 2024 – Updating Non-Represented Management Salary Schedules

Preferred Agenda: August 6, 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. 19 for 2024; Exhibit A, Current & Proposed Salary Schedules

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:

With the resignation of the current City Manager, staff has identified opportunities to restructure management roles to ensure continued coverage of necessary job duties which will include cost savings to administration provided the Police Chief is appointed City Manager Pro Tem. The changes will also allow for enhanced customer service and support for City Council, City Committees, and staff.

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 and retention 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 adjustments and administrative cost savings will be realized.

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. 19 for 2024 updating salary schedules.

Recommendation:

Staff recommends Option 3: Move to approve Resolution No. 19 for 2024 updating salary schedules.