



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action – Approving Resolution 24 to update salary schedules

**Preferred Agenda:** September 12, 2023

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

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

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

**Relevant Code/Policy:** City Budget

**Towards Council Goal:** Fiscal Responsibility

**Attachments:** Resolution No. 24

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**Purpose of this RCA:**

Determining to approve the updated salary schedule.

**Background/Context:**

The City of Sweet Home respects and appreciates its employees and recognizes the important role they play in the organization and community's success. The need to *retain and recruit* quality employees and candidates is directly related to the compensation offered.

Section 6 of the City Charter states, "Salaries. 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. All appointments and promotions shall be made in accordance with the personnel rules without regard to sex, race, color, age, religion or political affiliation; and, furthermore, shall be based on merit and fitness."

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 has recently increased the population to over 10,000 citizens. With this increase comes additional requirements and challenges for City staff. Additionally, the City staff is undergoing a reorganization in order to balance workloads, improve revenue, and increase services. The Department Directors are certain department managers have uneven workloads and discrepancies in salaries. This salary schedule is attempting to make the salaries more consistent.

**Stakeholders:**

- City of Sweet Home Citizens – These non-represented positions are the leaders of the organization and impact the quality of service offerings of the city. The community will feel the effects of these changes. Citizens also deserve transparency in government.
- City of Sweet Home Staff – These changes aim to improve our market competitiveness in a “job seeker’s economy” given a low unemployment rate. Good employees are hard to find and without a fair salary schedule our ability to recruit and retain quality employees who develop the processes within the organization and continue the push toward an efficient and effective organization is greatly hampered.
- City of Sweet Home City Council – Charter, SHMC 2.48.030 and past policies and past practice dictates that the Council is responsible for personnel rules including salary administration.

**Issues and Financial Impacts:**

The fiscal year 2024 budget included salary adjustments in-line with these changes

**Elements of a Stable Solution:**

Sweet Home must have a fair and equitable salary schedule to recruit and retain employees.

**Options:**

1. Do Nothing
2. Make a Motion to approve Resolution No24
3. Suggest a different option

**Recommendation:**

It is recommended that the City Council choose option #2 Make a Motion to approve Resolution No. 24