



CITY OF SUN VALLEY
REPORT TO THE CITY COUNCIL

TO: Honorable Mayor and City Council

FROM: Susan E. Robertson, ICMA-CM 
City Administrator

SUBJECT: Resolution 2013-09

DATE: March 29, 2013

The 2013 City of Sun Valley Administration Budget provided for the full-time positions of City Administrator, City Clerk, Finance Director/Treasurer, Administrative Receptionist/Deputy Clerk, and a part-time Finance Department Assistant. The part-time Finance Department Assistant position has not yet been filled. Ms. Julia Kinsey-Lovey, who currently holds the position of Administrative Receptionist/Deputy Clerk, has indicated that she will be resigning effective June 1, 2013. After evaluation of the duties of the various positions and the needs of the Administration Department, it has been determined that a restructuring of positions and duties would be beneficial prior to filling the vacant positions. The restructuring will establish the fulltime position of Deputy Clerk/Treasurer and continue the Administrative Receptionist position at a part-time level.

In order to move forward with the recruitment and selection of a Deputy Clerk/Treasurer, a salary range needs to be established within the City of Sun Valley's Salary Pay Range for that position. Utilizing the same method and communities for comparison that were used for the Salary Minimum/Maximums Resolution adopted by the City Council in October 2012, a pay range for the Deputy Clerk/Treasurer of \$38,952 minimum and \$55,315 maximum has been determined. The recommended range for this position is depicted in Exhibit for Resolution 2013-09. The Exhibit also corrects the location of salary ranges for three fire positions with the City of Twin Falls which were depicted in incorrect rows in the exhibit accompanying the resolution adopted in October 2012.

RECOMMENDATION

I recommend that Resolution 2013-09 with its accompanying exhibit be adopted.

CITY OF SUN VALLEY

RESOLUTION NO. 2013 – 09

A RESOLUTION OF THE CITY OF SUN VALLEY ADOPTING THE CITY OF SUN VALLEY 2012 - 2013 SALARY PAY RANGE

WHEREAS, *City of Sun Valley Personnel Policy (Personnel Policy)* in Section IX. (A) states, “... the City uses a competitive Salary Pay Range to determine the salary of its employees”; and

WHEREAS, a Salary Pay Range was adopted by the City Council on October 2, 2012; and

WHEREAS, the Salary Pay Range established salary minimums and maximums for City of Sun Valley employee positions; and

WHEREAS, the position of Deputy Clerk/Treasurer is now being established and has not previously been part of the City of Sun Valley’s Salary Pay Range; and

WHEREAS, the City Council has reviewed the market comparison to establish Salary Pay Range minimum and maximum salaries for the position of Deputy Clerk/Treasurer.

NOW, THEREFORE, BE IT RESOLVED THAT, the Council hereby adopts the City of Sun Valley Salary Pay Range presented in the attached Exhibit, which establishes minimum and maximum salaries for all current City positions except for the City Attorney and City Administrator.

DATED THIS ____ DAY OF _____, 2013

Dewayne Briscoe, Mayor

Julia Kinsey-Lovey, Deputy City Clerk

EXHIBIT TO RESOLUTION 2013 - 09
CITY OF SUN VALLEY SALARY MINIMUM MAXIMUMS
COMPARATIVE SALARY PAY RANGE DATA FROM AREA JURISDICTIONS
SELECTED MOUNTAIN RESORT TOWNS

MARCH 28, 2013

POSITION		Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12	Column 13	Column 14	Column 15
		2012 - 2013 SALARY MINIMUM MAXIMUM	Sun Valley 2007 Adopted	Sun Valley w/ 08-11 COLAs	Sun Valley ACTUAL 2007 & 2012	Trimmed Mean (less high/low)	City of Ketchum	City of Hailey 2012 ACTUAL	Blaine County	Boise, ID	Breckenridge, CO	Telluride Mtn Village, CO	Frisco, CO	Telluride, CO	Jerome, ID Only Fire Requested	Twin Falls, ID Only Fire Provided
City Clerk (1)	minimum	\$50,848	\$42,356	\$46,751	\$46,280	\$50,848	\$48,369	\$53,580	\$40,775	\$60,492	\$53,367	\$55,874	\$54,060	\$56,192		
	maximum	\$68,885	\$55,961	\$61,768	\$57,593	\$68,885	\$62,009	NA	\$59,266	\$90,744	\$76,329	\$75,595	\$81,140	\$78,669		
Finance Manager Treasurer (2)	minimum	\$63,456	\$49,926	\$55,106	\$54,496	\$63,456	\$73,728	\$55,660	\$45,668	\$46,716	\$59,207	\$91,556	\$73,625	\$64,339		
	maximum	\$90,313	\$74,661	\$82,408	\$76,635	\$90,313	\$94,523	NA	\$66,378	\$70,068	\$87,219	\$123,870	\$102,000	\$90,068		
Deputy City Clerk (3)	minimum	\$33,103	NA	NA	NA	\$33,103	\$48,369	\$44,304	\$31,212	\$46,716	\$53,367	NA	NA	\$34,994		
	maximum	\$47,179	NA	NA	\$45,774	\$47,179	\$62,009	\$46,800	\$45,367	\$70,068	\$76,329	NA	\$41,570	\$48,991		
Deputy Clerk/Treasurer	minimum	\$38,952	NA	NA	NA	\$38,952	\$48,369	NA	\$41,387	\$35,568	\$38,376	NA	NA	\$37,093		
	maximum	\$55,315	NA	NA	NA	\$55,315	\$62,009	NA	\$60,156	\$53,352	\$52,437	NA	NA	\$51,930		
Administrative Receptionist	minimum	\$31,795	\$29,291	\$32,330	ACTUAL	NA	\$31,795	\$31,200	NA	\$40,768	NA	NA	NA	NA		
	maximum	\$40,684	\$43,579	\$48,101	\$40,514	NA	\$40,684	NA	NA	NA	NA	NA	NA	NA		
Community Development Director	minimum	\$76,296	\$65,957	\$72,801	\$87,100	\$76,296	\$112,354	\$69,000	\$45,668	\$97,368	\$75,807	\$77,023	\$82,865	NA		
	maximum	\$103,014	\$91,586	\$101,089	\$104,932	\$103,014	\$144,063	NA	\$66,378	\$146,040	\$107,388	\$104,208	\$102,000	NA		
Building Official	minimum	\$58,536	\$58,536	\$64,610	\$66,482	\$58,536	NA	NA	\$51,148	\$60,492	\$64,767	\$64,797	\$61,155	\$56,192		
	maximum	\$82,557	\$81,336	\$89,775	\$96,427	\$82,557	NA	NA	\$74,343	\$90,744	\$92,632	\$87,666	\$91,675	\$78,669		
Principal Planner	minimum	\$55,562	\$59,975	\$66,198	\$70,533	\$55,562	\$48,369	NA	\$51,148	\$55,500	NA	NA	NA	\$64,334		
	maximum	\$77,374	\$80,405	\$88,748	\$80,579	\$77,374	\$62,009	NA	\$74,343	\$83,244	NA	NA	NA	\$90,066		
Associate Planner	minimum	\$41,291	\$41,807	\$46,145	NA	\$41,291	\$43,539	NA	\$40,775	\$50,916	\$43,626	NA	NA	\$40,064		
	maximum	\$57,084	\$58,826	\$64,930	NA	\$57,458	\$55,815	NA	\$59,266	\$76,368	\$62,395	\$57,164	\$81,250	\$56,090		
Planning Technician	minimum	\$34,399	\$35,074	\$38,713	NA	\$34,399	\$33,723	NA	NA	NA	NA	NA	NA	NA		
	maximum	\$44,008	\$45,774	\$50,524	NA	\$44,008	\$42,242	NA	NA	NA	NA	NA	NA	NA		
Street Superintendent Plus housing allowance	minimum	\$65,062	\$58,869	\$64,977	\$73,190	\$65,062	\$73,728	\$58,406	\$57,286	\$54,400	\$59,207	\$77,023	\$82,320	\$56,192		
	maximum	\$89,614	\$76,196	\$84,102	\$85,368	\$89,614	\$94,523	NA	\$83,264	\$92,160	\$87,219	\$104,208	\$102,000	\$78,669		
Street Supervisor Festival Contract Mgr	minimum	\$46,727	\$42,334	\$46,727	\$50,650	\$46,727	\$53,741	\$49,212	\$36,406	\$33,080	\$40,518	\$61,675	\$51,155	\$37,443		
	maximum	\$63,008	\$55,063	\$61,880	\$59,537	\$63,008	\$68,898	NA	\$52,916	\$57,609	\$55,349	\$83,442	\$74,155	\$52,420		
Street Maintenance/ Facilities Administrator	minimum	\$46,727	\$30,360	\$33,510	\$42,612	\$33,796	\$31,735	\$34,320	\$31,212	\$30,086	\$38,376	\$36,721	\$46,645	\$34,994		
	maximum	\$63,008	\$43,579	\$48,101	\$53,697	\$46,643	\$40,684	\$45,598	\$45,367	\$46,924	\$52,437	\$49,680	\$67,705	\$48,991		
Chief of Police	minimum	\$77,999	\$71,896	\$79,356	\$93,002	\$77,999	County	\$83,512	\$80,482	\$97,368	\$95,455	\$77,023	\$80,925	\$73,565		
	maximum	\$103,109	\$101,700	\$112,252	\$114,277	\$103,104	NA	\$83,512	\$116,980	\$146,040	\$115,000	\$104,208	\$102,000	\$103,119		
Assistant Police Chief	minimum	\$64,161	\$59,975	\$66,198	\$72,202	\$64,161	N/A	\$72,114	\$64,160	\$85,386	\$79,890	\$58,702	\$60,510	NA		
	maximum	\$88,825	\$80,405	\$88,748	\$88,317	\$88,825	N/A	NA	\$93,256	\$128,080	\$96,988	\$79,421	\$90,815	NA		
Sergeant	minimum	\$53,927	\$48,595	\$53,637	\$48,595	\$53,927	\$51,532	\$62,379	\$51,148	\$76,482	\$61,374	NA	\$60,510	\$52,516		
	maximum	\$71,919	\$60,023	\$66,251	\$57,942	\$71,919	\$67,891	NA	\$74,343	\$80,850	\$86,008	NA	\$90,815	\$73,522		
Corporal	minimum	\$45,718	\$39,649	\$43,763	NA	NA	NA	\$55,162	NA	\$63,669	NA	NA	NA	NA		
	maximum	\$62,881	\$51,256	\$56,574	\$54,039	NA	NA	NA	NA	\$78,146	NA	NA	NA	NA		
Patrol Officer	minimum	\$43,959	\$38,042	\$41,989	\$41,582	\$43,959	\$43,410	\$44,200	\$45,668	\$61,110	\$47,174	\$43,649	\$47,075	\$42,869		
	maximum	\$58,224	\$47,358	\$52,272	\$47,033	\$58,224	\$52,173	\$53,497	\$66,378	\$71,261	\$66,997	\$59,054	\$68,350	\$60,016		
Police Clerk	minimum	\$37,704	\$33,621	\$37,110	\$39,468	\$37,704	\$42,682	\$41,787	\$31,212	NA	\$35,360	\$45,387	\$34,715	NA		
	maximum	\$45,367	\$43,880	\$48,433	\$46,493	\$45,367	\$48,082	NA	\$45,367	NA	\$48,318	\$52,195	\$48,470	NA		
Fire Chief Plus housing allowance	minimum	\$63,904	\$71,896	\$79,356	\$89,154	\$63,904	\$101,137	NA	NA	NA	\$125,000	NA	NA	NA	\$52,216	\$67,600
	maximum	\$96,347	\$101,700	\$112,252	\$113,156	\$96,347	\$129,656	NA	NA	NA	NA	NA	NA	NA	\$87,543	\$99,798
Assistant Fire Chief	minimum	\$55,295	\$54,720	\$60,398	\$52,187	\$55,295	\$66,351	NA	NA	NA	\$84,000	NA	NA	NA	\$47,298	\$55,869
	maximum	\$76,382	\$70,006	\$77,270	\$85,109	\$76,382	\$85,073	NA	NA	NA	\$108,000	NA	NA	NA	\$70,270	\$82,493
Fire Code Enforcement Officer	minimum	\$36,120	ACTUAL	\$43,913	\$44,792	\$36,120	\$31,735	\$38,251	NA	NA	\$43,312	NA	NA	NA	\$32,622	\$38,854
	maximum	\$46,919	NA	NA	NA	\$46,919	\$40,684	\$45,032	NA	NA	\$61,688	NA	NA	NA	\$43,573	\$57,387

(1) Also Treasurer in Ketchum
(2) Also City Clerk in Ketchum
(3) Also Deputy Treasurer in Ketchum