

**CITY OF KEIZER MISSION STATEMENT**  
**KEEP CITY GOVERNMENT COSTS AND SERVICES TO A MINIMUM BY PROVIDING CITY  
SERVICES TO THE COMMUNITY IN A COORDINATED, EFFICIENT AND LEAST COST FASHION**

**AGENDA**

**KEIZER CITY COUNCIL**

**WORK SESSION**

**Monday, July 14, 1997**

**5:00 p.m.**

**Robert L. Simon Council Chambers  
Keizer City Hall, Keizer, Oregon 97303**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **ADMINISTRATIVE ACTION**
  - a. **RESOLUTION** - Change in Classification/Compensation Plan for Unrepresented Employees
4. **EXECUTIVE SESSION**
  - a. Pursuant to ORS 192.660(1)(h) - Potential Litigation
5. **OTHER BUSINESS**

This time is provided to allow Council members the opportunity to bring matters before the Council which are not on tonight's agenda.
6. **WRITTEN COMMUNICATIONS**

To inform the Council of significant written communications and petitions.
7. **RECESS TO JOINT MEETING WITH KEIZER PARKS ADVISORY BOARD**

**1997 Keizer City Parks Tour**  
Pleasantview Park  
Sunset Park  
Northview Park  
Meadows Park  
Willamette Manor Park  
River's Edge Park
7. **ADJOURN**

CITY COUNCIL MEETING: \_\_\_\_\_

AGENDA ITEM NUMBER: \_\_\_\_\_

**TO: MAYOR KOHO AND CITY COUNCIL MEMBERS**

**FROM: DIANNE SUEK  
PERSONNEL OFFICER**

**THROUGH: JOHN MORGAN AND WALLY MULL  
CO CITY MANAGERS**

**SUBJECT: AMENDMENT TO CLASSIFICATION/COMPENSATION PLAN FOR  
UNREPRESENTED EMPLOYEES**

**BACKGROUND:**

The City of Keizer and the Keizer Police Association negotiated a new contract that City Council approved at their June 16 Council meeting. The contract allows for 5% increases July 1, 1996, 1997, and 1998. They also received the following compensatory benefits:

1. An increase in ICMA 457 deferred contribution from 2% to 6%.
2. An additional one week of vacation to be purchased during the fiscal year.
3. Change in incentives from a flat \$50 to 2.5% for an Associate degree and BPSST Intermediate Certificate.
4. A change in incentives from a flat \$100 to 5.0% for a Bachelors degree and BPSST Advanced Certificate.
5. A change from a flat \$50 to 2.5% for fluency in Spanish or American Sign Language.
6. For as long as the City's health plan has a co-pay of at least \$10, the City will reimburse 50% of co-payments paid for health benefits in excess of \$100 during the fiscal year. Employees have from July 1-July 15 to submit proof of payment of co-payments in order to be reimbursed at 50%.

Approximately half of the City employees are covered under the KPA contract. Council has historically reviewed the compensation package each year for the un-represented employees, the other half of the work force, to determine what, if any, adjustments should be made. These adjustments have usually involved a cost of living increase, and have in some years included other benefits, such as an increase in the matching amount for deferred compensation.

Staff believes it is important to have a single equity compensation package for all employees. Therefore, the following analysis was prepared based on the new benefits within the KPA contract. This will provide to Council what it will take to create equity in the compensation plan for all City employees.

## **FISCAL IMPACT:**

### **Cost of Living Adjustment (COLA)**

Per Council request, staff contacted the Local Government Personnel Institute (LGPI), the personnel division of the League of Oregon Cities regarding the Consumer Price Index figures. Their staff member who monitors the Portland CPI stated the most current figures available for the second half of 1996 is **4.0%**. Based upon a 4.0% cost of living adjustment, the annual cost to the City is: **\$25,034**.

### **Compensatory Benefits**

- 1. An increase in ICMA 457 deferred contribution from 2% to 6%.** The City currently contributes on behalf of non-represented employees \$2,824/month. If the same individuals all raised their contributions to 6%, the additional annual cost to the City would be **\$67,772**.
- 2. An additional one week of vacation to be purchased during the fiscal year.** During FY 1996-97, five employees purchased 40 hours of vacation in conjunction with taking 40 hours of vacation, per personnel policies. Using the average hourly salary of these five employees, which is \$22.70, the annual cost to the City, if an additional 40 hours of vacation was purchased NOT in conjunction with taking vacation, would be **\$4,540**. The average hourly salary of all non-represented employees is \$16.92. If ALL 32 non-represented employees purchased 40 hours of vacation, the annual cost to the City would be **\$21,660**.
- 3. Change in incentives from a flat \$50 to 2.5% for an Associate degree and BPSST Intermediate Certificate.** These two benefits are available to represented employees and police sergeants only. One police sergeant holds an Associate degree for an additional annual cost to the City of **\$540**.
- 4. A change in incentives from a flat \$100 to 5.0% for a Bachelors degree and BPSST Advanced Certificate.** These two benefits are available to represented employees and police sergeants only. Five police sergeants hold a Bachelor's degree for an additional annual cost to the City of **\$7,944**.
- 5. A change from a flat \$50 to 2.5% for fluency in Spanish or American Sign Language.** This applies to all City employees. Two employees are affected by this change for a total additional annual cost to the City of **\$240**.
- 6. For as long as the City's health plan has a co-pay of at least \$10, the City will reimburse 50% of co-payments paid for health benefits in excess of \$100 during the fiscal year.** Employees have from July 1-July 15 to submit proof of payment of co-payments in order to be reimbursed at 50%. In order for this to be a benefit, an employee and/or dependents would have to go to their medical provider in excess of 10 visits per year. Anything above the 10 visits will be reimbursed at 50% of the \$10, or at \$5. At the extreme, if ALL 32 non-represented employees made 20 visits per year, the City's annual cost would be **\$1,600**. Since this is the first year of this benefit, it is difficult to ascertain exact costs. As of July 9th, there have been two reimbursement requests from 'represented' employees.

## **RECOMMENDATION**

It is recommended Council approve the revised Classification/Compensation Resolution which reflects the Portland CPI 4.0% cost of living adjustment, and the compensatory benefits as outlined above for non-represented employees.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R97- \_\_\_\_\_

SETTING FORTH A CHANGE IN THE CLASSIFICATION AND COMPENSATION PLAN BY  
AMENDING CERTAIN UNREPRESENTED CLASSIFICATIONS AND A CHANGE IN  
COMPENSATION EFFECTIVE JULY 1, 1997.

The City Council of the City of Keizer does hereby resolve as follows:

**SECTION 1.** That Resolution R97-971 is hereby repealed in its entirety.

**SECTION 2.** Salary grades for certain management employees have been adjusted based upon a cost of living increase as recommended by the City Manager and approved by the City Council, and are currently assigned to the following management classifications, effective July 1, 1997.

| <u>CLASS TITLE</u>             | <u>FLAT</u> | <u>BASE MONTHLY PAY RANGES</u> |         |         |         |         |
|--------------------------------|-------------|--------------------------------|---------|---------|---------|---------|
|                                |             | 1                              | 2       | 3       | 4       | 5       |
| City Manager                   | \$5,587     |                                |         |         |         |         |
| Chief of Police                |             | \$4,432                        | \$4,654 | \$4,887 | \$5,131 | \$5,388 |
| City Recorder                  |             | \$2,574                        | \$2,703 | \$2,838 | \$2,980 | \$3,129 |
| Community Development Director |             | \$4,380                        | \$4,600 | \$4,829 | \$5,071 | \$5,325 |
| Finance Director               |             | \$4,370                        | \$4,589 | \$4,818 | \$5,059 | \$5,312 |
| Police Lieutenant              |             | \$3,833                        | \$4,025 | \$4,226 | \$4,438 | \$4,660 |
| Police Sergeant                |             | \$3,260                        | \$3,423 | \$3,595 | \$3,774 | \$3,963 |
| Public Works Director          |             | \$4,398                        | \$4,618 | \$4,849 | \$5,091 | \$5,346 |

**SECTION 3.** The following salary grades have been adjusted based upon a cost of living increase as recommended by the City Manager and approved by the City Council, and are currently assigned to the following Public Works Department classifications:

| <u>CLASS TITLE</u>                               | <u>FLAT</u> | <u>BASE MONTHLY PAY RANGES</u> |         |         |         |         |
|--------------------------------------------------|-------------|--------------------------------|---------|---------|---------|---------|
|                                                  |             | 1                              | 2       | 3       | 4       | 5       |
| Municipal Utility Worker                         |             | \$1,851                        | \$1,944 | \$2,041 | \$2,143 | \$2,250 |
| Waterworks Operator                              |             | \$2,289                        | \$2,403 | \$2,524 | \$2,650 | \$2,782 |
| Waterworks Supervisor                            |             | \$3,051                        | \$3,204 | \$3,364 | \$3,532 | \$3,709 |
| Water Production/Quality Technician              |             | \$3,051                        | \$3,204 | \$3,364 | \$3,532 | \$3,709 |
| Parks Superintendent/Cross Connection Supervisor |             | \$3,051                        | \$3,204 | \$3,364 | \$3,532 | \$3,709 |

///

///

**SECTION 4.** The following salary grades have been adjusted based upon a contracted cost of living increase as recommended by the City Manager and approved by the City Council, and are currently assigned to the following Police Department classifications:

| <u>CLASS TITLE</u> | <u>BASE MONTHLY PAY RANGES</u> |         |         |         |         |         |
|--------------------|--------------------------------|---------|---------|---------|---------|---------|
|                    | FLAT                           | 1       | 2       | 3       | 4       | 5       |
| Police Officer     |                                | \$2,568 | \$2,696 | \$2,831 | \$2,973 | \$3,122 |
| Support Specialist |                                | \$1,902 | \$1,997 | \$2,097 | \$2,202 | \$2,312 |

**SECTION 5.** The following salary grades have been adjusted based upon a cost of living increase as recommended by the City Manager and approved by the City Council, and are currently assigned to the classifications of the following full-time, permanent classifications:

| <u>CLASS TITLE</u>         | <u>BASE MONTHLY OR HOURLY PAY RANGES</u> |         |         |         |         |         |
|----------------------------|------------------------------------------|---------|---------|---------|---------|---------|
|                            | FLAT                                     | 1       | 2       | 3       | 4       | 5       |
| Accountant                 |                                          | \$2,563 | \$2,691 | \$2,825 | \$2,966 | \$3,115 |
| Administrative Assistant   |                                          | \$2,140 | \$2,247 | \$2,360 | \$2,478 | \$2,602 |
| Associate Planner          |                                          | \$2,783 | \$2,922 | \$3,068 | \$3,222 | \$3,383 |
| Clerical Specialist        |                                          | \$1,659 | \$1,742 | \$1,829 | \$1,920 | \$2,016 |
| Community Services Officer |                                          | \$1,902 | \$1,997 | \$2,097 | \$2,202 | \$2,312 |
| Municipal Court Clerk      |                                          | 9.87    | 10.36   | 10.88   | 11.43   | 12.00   |
| Utility Billing Clerk I    |                                          | \$1,659 | \$1,742 | \$1,829 | \$1,920 | \$2,016 |
| Utility Billing Clerk II   |                                          | \$1,805 | \$1,896 | \$1,990 | \$2,090 | \$2,195 |
| Water Office Supervisor    |                                          | \$2,492 | \$2,616 | \$2,747 | \$2,885 | \$3,029 |

**SECTION 6.** The following salary grades have been adjusted based upon a cost of living increase as recommended by the City Manager and approved by the City Council, and are currently assigned to the following permanent, part-time classifications:

| <u>CLASS TITLE</u> | <u>BASE HOURLY PAY RANGES</u> |      |       |       |       |       |
|--------------------|-------------------------------|------|-------|-------|-------|-------|
|                    | FLAT                          | 1    | 2     | 3     | 4     | 5     |
| Accounting Clerk   |                               | 9.57 | 10.05 | 10.55 | 11.08 | 11.63 |
| Recording Clerk    |                               | 9.38 | 9.85  | 10.34 | 10.86 | 11.40 |

///

///

///

**SECTION 7.** A City employee who is determined to be fluent in a second language which is deemed to be of benefit to the City, shall receive a maximum incentive of *two and one-half percent (2.5%)* per month. Determination of whether the second language is of benefit to the City, will be at the discretion of the City Manager. Fluency will be determined by the City Manager, based upon a standard and testing program which the City will implement by policy with the assistance of high school and/or college faculty members and/or court-approved translators.

**SECTION 8.** Holiday schedules for all non-represented employees, except Sergeants, are as follows:

|                               |                  |                       |
|-------------------------------|------------------|-----------------------|
| New Years Day                 | Labor Day        | 1- Personal Leave Day |
| Martin Luther King's Birthday | Veterans Day     | 1- Floating Holiday   |
| Presidents Day                | Thanksgiving Day |                       |
| Memorial Day                  | Christmas Day    |                       |
| Independence Day              |                  |                       |

**SECTION 9.** Sergeants shall be entitled to take twelve (12) paid floating holidays per fiscal year. A holiday shall accrue on the first of each month and be taken or paid as earned. Holiday time off shall be scheduled at the request of the employee who may accrue no more than four (4) holidays at any time and who shall make every effort to schedule all of the holidays off during that fiscal year. Should the employee be unable to obtain this schedule because of a request denial by the City, then the employee shall be allowed to accumulate additional holiday time and carry over to the next fiscal year, or be paid for the accrued holiday time at the City's option.

**SECTION 10.** Vacation schedules for all full time non-represented employees are as follows:

**REGULAR EMPLOYEES**

1-2 yrs. @ 6.7 hours  
3-4 yrs. @ 8 hours  
5-9 yrs. @ 10 hours  
10-14 yrs. @ 12 hours  
15 + yrs. @ 16.67 hours

**DEPARTMENT HEADS**

1-4 yrs. @ 10 hours  
5-9 yrs. @ 12 hours  
10-14 yrs. @ 13.33 hours  
15 + yrs. @ 16.67 hours

**Note:** 6.7 hours = 10 days; 8 hours = 12 days; 10 hours = 15 days; 12 hours = 18 days; 13.33 hours = 20 days; 16.67 hours = 25 days. Half-time employees accrue vacation at one-half the above rate; three-quarter time employees accrue at three-quarter the above rate.

**SECTION 11.** Sick-leave shall accrue at the rate of 8 hours per month for full-time employees, and shall be prorated accordingly for part-time employees. Sick-leave may be accumulated to a maximum of 960 hours and carried over to the next year. Provided, however, that the employee in the classification of Public Works Director hired prior to June 30, 1985 who has excess of 960 hours of accumulated sick leave shall be entitled to carry up to 1460 hours. The 1460 hours shall be reduced based upon sick leave usage.

**SECTION 12.** Compassionate Leave: 5-days for each death in the immediate family.

**SECTION 13.** The City shall pay an incentive of two and one-half percent (2.5%) per month to a Sergeant holding an Associate of Arts Degree. The City shall pay five percent (5%) to a Sergeant holding a Bachelor's degree from an accredited college or university.

**SECTION 14.** Standby pay for Water Department is \$100.00 per week for 24-hour standby.

**SECTION 15.** The City shall pay an incentive of:

\$0.10 per hour for Waterworks Certification I;

\$0.25 per hour for Waterworks Certification II;

\$0.75 per hour for Waterworks Certification III;

2.5% per month for an Intermediate BPSST Certificate;

5% per month for an Advanced BPSST Certificate.

**SECTION 16.** Mileage reimbursement for all employees is set by current IRS rate.

///

///

///

///

///

///

///

**SECTION 17. RETIREMENT PLAN:**

Management employees: If eligible for PERS, employer contribution will be based upon the actuarial report received from PERS but not more than 19% of gross salary. If eligible for defined contribution (ICMA 401a) employer contribution equaling 11% of base salary.

Non-management employees: If eligible for PERS, employer contribution will be based upon the actuarial report received from PERS. If eligible for defined contribution (ICMA) employer contribution in an amount equaling 11% of base salary.

In addition the City will match employee deferred compensation contributions (ICMA 457) up to six percent (6%) of salary for unrepresented employees.

Upon retirement, unrepresented employees may also apply 50% of unused sick leave toward retirement benefits.

**SECTION 18. HEALTH AND WELFARE**

Management benefit package: An amount equal to 32% over and above base monthly pay. For those eligible for defined contribution, an amount equal to an additional 1% of base monthly pay toward defined contribution.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 1997.

SIGNED this \_\_\_\_ day of \_\_\_\_\_, 1997.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Recorder

///

///

///

\\admin\comp97

# CITY COUNCIL:

THE KEIZER PARKS  
ADVISORY BOARD  
WILL BE HOSTING A  
BARBEQUE DINNER  
PRIOR TO THE PARKS  
TOUR. DINNER WILL  
BE SERVED AT  
APPROXIMATELY 5:30  
P.M. WITH THE PARKS  
TOUR TO FOLLOW!