

AGENDA BILL  
08-07-17

For Council: July 28, 2008

Required Public Hearing: No  
Contract Review Board: No  
(Check above if applicable)

**Subject:** Resolution approving compensation levels for management and non-represented employees

**Department:** Administration  
**Dept. Head Initials:** \_\_\_\_\_

**City Manager's Initials:** *ea*

**Attachments:** No

**Budget Impact:**

Expenditures	Amount	Appropriation
Required: \$63,000	Budgeted: \$66,000	Needed: \$0

**Summary:**

In accordance with the City Charter and Municipal Code, Council is requested to approve compensation ranges for all management and non-represented employees, not including department directors.

**Recommended Action:**

Staff recommends the Council approve the Resolution.

**Council Action Taken:**

**Approved:**

**Denied:**

**Continued:**





## CITY MANAGER'S OFFICE

### COUNCIL REPORT

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**TO:** Norm King, Mayor  
Members, West Linn City Council

**FROM:** Chris Jordan, City Manager *CJ*

**SUBJECT:** Compensation Adjustments for Management and Non-represented Employees

**DATE:** July 17, 2008

#### *Purpose*

Council approval is requested of the attached resolution that adjusts the salary schedule for management and non-represented employees who are not department directors.

#### *Background*

In accordance with section 11 of the City Charter, and codified at section 2.440 of the West Linn Municipal Code, salaries for all officers and employees shall be approved by the Council following a recommendation by the City Manager.

Employees who are members of collective bargaining units receive salary adjustments based on those agreements each July 1. Starting this year, department directors now receive pay adjustments (such as cost of living adjustments) on January 1 each year. It has been our belief that all other non-represented employees should also receive pay adjustments on January 1.

It is our objective to ensure our compensation levels are fair and consistently applied; reflect the external market; provide for appropriate internal alignment; prevent salary compression so that we may promote from within the organization, and account for an individual's experience level.

To help achieve this, the City has completed a compensation study for the management group of employees. We have also reviewed the internal alignment of our positions to ensure that each position is properly compensated based on the level of responsibility that we expect from each.

*Transition to new schedule for pay adjustments*

To accomplish the move to January 1 pay adjustments, we believe it is fair to provide a partial (2%) cost of living adjustment effective July 1, 2008 with the remainder of this year's COLA effective January 1, 2009. After that, all cost of living adjustments for this group will be effective on January 1 of each year. To provide assurance to this group of employees, and to provide some additional fiscal surety for the City, the attached resolution also includes a cost of living adjustment for January 1, 2010.

*Recommendation*

I recommend the Council approve the attached resolution establishing compensation levels for management and non-represented employees.

Attachment

RESOLUTION NO. 08-\_\_\_\_  
WEST LINN, OREGON

A RESOLUTION OF THE WEST LINN CITY COUNCIL SETTING COMPENSATION LEVELS FOR MANAGEMENT AND NON-REPRESENTED EMPLOYEES

WHEREAS, the salary ranges for management and non-represented staff have not been adjusted since July 1, 2007; and

WHEREAS, the salary ranges for management and non-represented staff will now be adjusted in January each year rather than in July as has been the previous practice; and

WHEREAS, to transition to this new schedule, staff shall be provided with a small adjustment effective July 1, 2008 with future salary schedule changes, including cost of living adjustments, effective on January 1 each year; and

WHEREAS, the City of West Linn desires to recruit and retain the best management staff available; and

WHEREAS, a market analysis has been completed indicating that compensation levels for some of the City's management and non-represented staff are in need of adjustments to more closely approximate compensation levels of their peers in other Oregon public agencies; and

WHEREAS, salary range adjustments are also needed to reflect internal alignment and responsibility levels; and

WHEREAS, it has been determined that a two-year plan for adjusting salary arranges for this group of City employees is a fiscally responsible approach;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WEST LINN THAT:

1. Effective July 1, 2008, salary ranges for the City's management and non-represented staff will be in accordance with Attachment A which includes both the necessary market adjustments and a cost of living increase of 2%.
2. Effective January 1, 2009, salary ranges for the City's management and non-represented staff will be adjusted to include a cost of living adjustment equal to CPI for the period from July 1, 2007 to June 30, 2008, minus 2 per cent.
3. Effective January 1, 2010, salary ranges for the City's management and non-represented staff will be adjusted to include a cost of living adjustment equal to CPI for the period from July 1, 2008 to June 30, 2009.

This resolution is effective upon passage.

This resolution adopted this 28<sup>th</sup> day of July 2008.

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Norman B. King, Mayor

ATTEST:

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**COMPENSATION STRUCTURE**  
**Management and Non Represented Salary Schedule**  
**Effective July 1, 2008 - January 1, 2009 (+2%)**

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
20	Staff Attorney	\$5,319	\$5,583	\$5,868	\$6,162	\$6,469	\$6,852	\$7,265
	Assistant to the City Manager	\$30,688	\$32,214	\$33,854	\$35,549	\$37,320	\$39,539	\$41,916
	Engineering Manager							
	monthly							
	hourly							
21	Senior Planner	\$4,783	\$5,020	\$5,274	\$5,532	\$5,809	\$6,163	\$6,532
	Building Official	\$27,593	\$28,964	\$30,429	\$31,918	\$33,519	\$35,549	\$37,685
	monthly							
	hourly							
22	Civil Engineer II	\$4,545	\$4,773	\$5,012	\$5,263	\$5,524	\$5,855	\$6,210
	Recreation Manager	\$26,221	\$27,534	\$28,917	\$30,364	\$31,871	\$33,777	\$35,825
	Accounting Manager							
	Finance Analyst							
	monthly							
	hourly							
23	Accounting Supv.	\$4,047	\$4,189	\$4,465	\$4,688	\$4,918	\$5,163	\$5,421
	Senior Librarian	\$23,350	\$24,168	\$25,757	\$27,047	\$28,375	\$29,787	\$31,276
	City Recorder							
	Business Analyst							
	Operations Supervisor							
	Parks Maintenance Supv.							
	monthly							
	hourly							
24	HR Generalist	\$3,881	\$4,078	\$4,280	\$4,493	\$4,720	\$4,953	\$5,193
	Court Administrator	\$22,391	\$23,526	\$24,691	\$25,921	\$27,228	\$28,575	\$29,958
	Assistant to the Chief							
	monthly							
	hourly							
30	Police Captain	\$5,929	\$6,227	\$6,538	\$6,926	\$7,344	\$7,711	
	Police Sergeant	\$34,203	\$35,925	\$37,720	\$39,956	\$42,369	\$44,487	
	monthly							
	hourly							
31	Police Sergeant	\$4,675	\$4,909	\$5,158	\$5,410	\$5,681	\$5,966	
	Police Sergeant	\$26,969	\$28,327	\$29,758	\$31,212	\$32,773	\$34,419	
	monthly							
	hourly							

*Attachment 19*

