

ITEM B

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
DECEMBER 2, 2014 AGENDA**

Subject:	Type:	Submitted By:
AMENDING THE COMPENSATION ORDINANCE	RESOLUTION ◆ ORDINANCE RECEIVE/FILE	RITA M. RAMIREZ ASSISTANT CITY ADMINISTRATOR/ DIRECTOR OF COMMUNITY SERVICES

SYNOPSIS

An ordinance to amend the compensation ordinance has been prepared to reflect a proposed change in the salary range for the Community Relations Coordinator position.

FISCAL IMPACT

The FY 14/15 municipal budget includes funding for the Community Relations Coordinator position. The difference would be funded through salary savings. (Note: The Lottery Fund reimburses the General Fund for 75% of the salary cost for this position.)

RECOMMENDATION

Approval and waiver of readings.

BACKGROUND

When the initial results of the latest compensation study were received, the Community Relations Coordinator (CRC) position was identified as one that needed a significant adjustment to bring it into market comparability. Upon further investigation, it was determined that just one city had responded to the salary survey relative to this position and consequently, there was not enough data to back up that conclusion or justify a change.

Further research has been completed and additional information compiled. We surveyed the cities in the original study that were used for comparison with department head and managing director positions, as well as some cities we have worked with through 3CMA, for a position similar to our CRC position, including salary data. The results are attached.

The current range for the CRC position is 150 (\$17.73-\$23.03). The average range for cities of similar size and demographics is \$24.74-\$35.01. Based on this additional data, it is recommended that the range for the CRC position be changed from a 150 to a 175 (\$24.42-\$31.71). This range is still slightly below the average for the cities shown; however it puts us much closer to market comparability and considering that some higher end cities were used for comparison due to the lack of similar positions in other communities, we believe the proposed adjustment is fair and sufficient.

Approval of the proposed change in range would result in bringing our current CRC to the minimum of the new range. As noted in the Fiscal Impact statement above, the Lottery Fund reimburses the General Fund for 75% of the salary costs associated with this position. Salary savings would be used to make up any difference.

There was one other position in the study that appeared to be out of range; however that position was impacted by the reorganization earlier this year and will be re-evaluated as we fully implement all of those associated changes.

APPS/CITYHALL/CNCLRPT/14FILE/14ADM Amend Comp Ordinance CRC

Community Relations/Communication Position Comparisons
All compared cities, including larger populations

	Population	Title	Min. Avg.	Max. Avg.	*Match Rating	Comp. Study
Mission, Kansas	9,467	Public Information Officer				Y
Merriam, Kansas	11,174	Communications Coordinator	\$ 24.56	\$ 36.84	6	Y
Great Bend, Kansas	15,923	Community Coordinator	\$ 17.64	\$ 27.40	3	
Waukee, Iowa	15,931	Communications Director	\$ 31.37	\$ 43.51	6	Y
Kirksville, Missouri	17,522	Assistant City Manager	\$ 26.17	\$ 31.35	5	
Johnston, Iowa	18,728	Communications Specialist	\$ 29.65	\$ 42.99	5	
Newton, Kansas	19,189	Public Information and Grants Coordinator	\$ 21.52	\$ 29.11	6	
Lebanon, Ohio	20,387	Marketing and Media Relations Coordinator	\$ 21.91	\$ 35.19	5	
Papillion, Nebraska	21,921	Community Relations Coordinator	\$ 22.98	\$ 31.71	4	Y
Derby, Kansas	22,943	Community Marketing Director	\$ 27.32	\$ 40.98	3	
Derby, Kansas	22,943	Public Information Officer	\$ 20.31	\$ 27.47	5	
Prior Lake, Minnesota	23,754	Communications Coordinator	\$ 28.84	\$ 34.61	5	
Gladstone, Missouri	25,931	Public Information Coordinator	\$ 27.42	\$ 41.13	5	Y
Kirkwood, Missouri	27,553	Public Information Officer	\$ 21.90	\$ 32.86	6	Y

Averages	19,526		\$ 24.74	\$ 35.01		
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Grand Island, Nebraska	49,989	Public Information Officer	\$ 22.14	\$ 31.90		
Manhattan, Kansas	52,281	City Clerk/Communications Manager	\$ 29.58	\$ 47.01		
Cheyenne, Wyoming	61,537	Projects Information Officer	\$ 29.65	\$ 40.87		
Shawnee, Kansas	62,209	Communication Manager	\$ 28.84	\$ 33.17		
St. Joseph, Missouri	77,176	Communications & Public Relations Manager	\$ 25.89	\$ 37.28		
Carmel, Indiana	81,534	Community Relations Specialist	\$ 20.12	\$ 24.15		
Lawrence, Kansas	89,512	Communication Manager	\$ 26.67	\$ 39.89		
Lawrence, Kansas	89,512	Web Developer	\$ 21.26	\$ 31.80		

Averages	38,051		\$ 25.04	\$ 35.30		
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La Vista

Population
18,336

Minimum Maximum
\$ 17.73 \$ 23.03

The Match Rating is based on six essential job functions found in the La Vista job description. A rating of 6 is considered a perfect fit.

Community Relations/Communication Position Comparisons

	Population	Mrkting	Website	Social Media	Special Events	General Comm.	PIO/ Media	Match Rating
Mission, Kansas	9,467							
Merriam, Kansas	11,174	X	X	X	X	X	X	6
Great Bend, Kansas	15,923	X			X	X		3
Waukee, Iowa	15,931	X	X	X	X	X	X	6
Kirksville, Missouri	17,522	X	X	X		X	X	5
Papillion, Nebraska	18,000	X		X		X	X	4
Johnston, Iowa	18,728	X	X		X	X	X	5
Newton, Kansas	19,189	X	X	X	X	X	X	6
Lebanon, Ohio	20,387	X	X		X	X	X	5
Derby, Kansas	22,943	X				X	X	3
Derby, Kansas	22,943	X	X		X	X	X	5
Prior Lake, Minnesota	23,754	X	X		X	X	X	5
Gladstone, Missouri	25,931	X	X		X	X	X	5
Kirkwood, Missouri	27,553	X	X	X	X	X	X	6

The Match Rating is based on six essential job functions found in the La Vista job description. A rating of 6 is considered a perfect fit.

ORDINANCE NO. 1228

AN ORDINANCE TO FIX THE COMPENSATION OF OFFICERS AND EMPLOYEES OF THE CITY OF LA VISTA; TO PROVIDE FOR THE REPEAL OF ALL PRIOR ORDINANCES IN CONFLICT HERewith; ORDERING THE PUBLICATION OF THE ORDINANCE IN PAMPHLET FORM; AND TO PROVIDE THE EFFECTIVE DATE HEREOF.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, SARPY COUNTY, NEBRASKA:

Section 1. City Council. The compensation of members of the City Council shall, in addition to such vehicle and other allowances as may from time to time be fixed by the Budget or other Resolution of the City Council, be, and the same hereby is, fixed at the sum of \$4,320.00 per year for each of the members of the City Council.

Section 2. Mayor. The compensation of the Mayor shall, in addition to such vehicle and other allowances as may from time to time be fixed by the Budget or other Resolution of the City Council, be, and the same hereby is, fixed at the sum of \$10,800.00 per year.

Section 3. City Administrator. The compensation of the City Administrator shall, in addition to such vehicle and other allowances as may from time to time be fixed by the Budget or other Resolution of the City Council, be established by contractual agreement.

Section 4. Management Exempt Employees. The management exempt employees hereafter named shall, in addition to such vehicle and other allowances as may from time to time be fixed by Resolution of the City Council, receive annualized salaries fixed in accordance with the schedules of Table 200, set forth in Section 21 of this Ordinance, for the following respective wage ranges, and in accordance with such rules as the City Council may by resolution establish:

Position	Range
Asst. City Administrator/Dir. Community Services	215
City Clerk	205
City Engineer/Asst. Public Works Director	210
Community Development Director	205
Director of Administrative Services	215
Finance Director	205
Fire Chief	190
Library Director	205
Police Chief/Director of Public Safety	215
Director of Public Works	215
Recreation Director	205

Section 5. Salaried Exempt Employees. The monthly salary compensation rates of the salaried exempt employees of the City of La Vista shall be, and the same hereby are, fixed in accordance with the schedules of Table 100, set forth in Section 21 of this Ordinance, for the following respective wage ranges, and in accordance with such rules as the City Council may by resolution establish:

Position	Range
Asst. to City Administrator	180
Asst. Golf Superintendent	140
Asst. Recreation Director	175
Building Superintendent	180
Chief Building Official	175
Community Relations Coordinator	175
Golf Course Services Manager	165
Golf Course Superintendent	175
Human Resources Generalist	165
Human Resources Manager	180
Librarian II – Inter-Library Loan/Public Services	160
Librarian III	175
Park Superintendent	180
Planner	175
Police Captain	190
Police Records Manager/Office Manager	165
Program Coordinator	160
Street Superintendent	180

Section 6. Hourly Non-Exempt Employees. The hourly compensation rates of the hourly (non-exempt) employees of the City of La Vista shall be, and the same hereby are, fixed in accordance with the schedules of Table 100 and Table 400, set forth in Section 21 of this Ordinance, for the following respective wage ranges, and in accordance with such rules as the City Council may by Resolution establish:

Position	Range
Accounting Clerk	130
Administrative Assistant	130
Mechanic	140
Building Inspector I	140
Building Inspector II	160
Code Enforcement Officer	141
Executive Assistant	140
Building Technician	160
Librarian II – Computer/Reference Services	160
Librarian I	140
Maintenance Worker I	130
Maintenance Worker II	140
Park Foreman	165
Permit Technician	125
Police Sergeant	426
Police Officer	423
Police Data Entry Clerk	120
Secretary II	125
Secretary/Receptionist	120
Sewer Foreman	165
Street Foreman	165
Shop Foreman	165

Section 7. Part-Time and Temporary Employees. The hourly compensation rates of part-time, seasonal and temporary employees of the City of La Vista shall be, and the same hereby are, fixed in accordance with the schedules of Table 100, set forth in Section 21 of this Ordinance, for the following respective wage ranges, and in accordance with such rules as the City Council may by Resolution establish:

Position	
Accountant	145
Assistant Pool Manager	100
Circulation Clerk I	100
Circulation Clerk II	115
Custodian	105
Evidence Technician	130
Clerical Assistant	115
Intern/Special Projects	115
Lifeguard	100
Pool Manager	110
Recreation Supervisor	100
Seasonal GC Clubhouse & Grounds	100
Seasonal PW All Divisions 1-5 Years	100
Seasonal PW All Divisions 5+ Years	110
Shop Assistant	100
Special Services Bus Driver	110
Temporary/PT Professional (PW)	160

Part-time employees shall receive no benefits other than salary or such benefits as established in accordance with such rules as have been or may be established by Resolution of the City Council:

Section 8. Pay for Performance. Employees not covered by a collective bargaining agreement or express employment contract shall be subject to the City's Pay for Performance (PFP) compensation system as outlined in Council Policy Statement. PFP salary ranges are set forth in Table 100 and 200 of Section 21 of this Ordinance. The base factor for fiscal year 2015 shall be set at two and one-half percent (2.5%).

Section 9. Legal Counsel. Compensation of the legal counsel other than special City Prosecutor for the City shall be, and the per diem rates respecting same shall be, at 90% of the standard hourly rate the firm may from time to time charge. Compensation for Special City prosecution shall be as agreed upon at the time of specific employment.

Section 10. Engineers. Compensation of Engineers for the City shall be, and the same hereby is, fixed in accordance with such schedules of hourly and per diem or percentage rates as shall from

time to time be approved by Resolution of the City Council. Travel allowances respecting same shall be as may from time to time be fixed by Resolution of such City Council.

Section 11. Longevity Pay. Employees of the City in the positions set forth in Section 3 and Table 400 of this Ordinance shall receive longevity pay in an amount equal to the following percentage of the hourly rate set forth in Section 3 and Table 400 of this Ordinance, rounded to the nearest whole cent:

<u>Length of Service</u>	<u>Allowance Per Hour</u>
Over 7 Years	2.00% (or .02)
Over 10 Years	2.75% (or .0275)
Over 15 Years	4.00% (or .04)
Over 20 Years	4.50% (or .0450)

Section 12. Health, Dental Life and Long Term Disability Insurance. Subject to the terms, conditions and eligibility requirements of the applicable insurance plan documents and policies, regular full-time employees of the City of La Vista and their families shall be entitled to be enrolled in the group life, health, and dental insurance program maintained by the City. Regular full-time employees shall also be entitled to be enrolled in the long term disability insurance program maintained by the City.

Unless otherwise provided by collective bargaining agreement, or other applicable agreement, the City's employer share shall be ninety (90) percent of the amount of the actual premium and the employee shall pay the ten percent (10%) balance of the actual premium via payroll deduction for employees enrolled in single coverage. The City's employer share shall be eighty percent (80%) of the amount of the actual premium and the employee shall pay the twenty percent (20%) balance of the actual premium via payroll deduction for any employee enrolled in a level of coverage other than single. Those employees electing not to participate in these programs will receive no other form of compensation in lieu of this benefit.

Section 13. Establishment of Shifts. The City may establish duty shifts of such length, and to have such beginning and ending times, and to have such meal and break times, as it may deem appropriate or necessary, respecting employees of the City.

Section 14. Special Provisions.

- A. Employees covered by the "Agreement Between the La Vista Fraternal Order of Police Lodge No. 28 and the City of La Vista, Nebraska, covering the period from October 1, 2014 through September 30, 2018," shall receive compensation and benefits and enjoy working conditions, as described, provided and limited by such Agreement. The terms of such Agreement shall supersede any provisions of this Ordinance inconsistent therewith, and be deemed incorporated herein by this reference.
- B. Holiday Pay shall be compensated as set forth in the Agreement between the La Vista Fraternal Order of Police Lodge No. 28 and the City of La Vista for police officers and as set forth in the Personnel Manual for all other full time employees.
- C. Subject to subsection 14.D. hereof, each full time hourly non-exempt employee of the City shall be entitled to receive overtime pay at the rate of one and one half times the employee's regular rate for each hour worked in excess of forty hours during a work week. If called out at any time other than during regular assigned work hours during the pay period, such employee shall be entitled to compensation at the rate of one and one half times the regular rate for each hour so worked, provided that in no case shall an employee receive less than two hours over time pay for such call out work, and further provided there shall be no pyramiding of hours for purposes of computing overtime. For purposes of this subsection an employee's "regular rate" shall be the sum of his or her hourly rate specified in Section 6 of this Ordinance and any longevity pay due under this Ordinance.
- D. Police Department employees covered by the "Agreement Between the La Vista Fraternal Order of Police Lodge No. 28 and the City of La Vista, Nebraska," described in subsection 14.A hereof shall, as provided in such Agreement, be paid overtime at one and one half times the employee's hourly rate (including any longevity allowance) for each hour worked in excess of 80 hours during any 14 day work period coinciding with the pay period established by Section 16 of this Ordinance.
- E. All Management Exempt Employees and all Salaried Exempt Employees are considered to be salaried employees and shall not be eligible for overtime pay, holiday pay, or other special pay as provided by this section.

- F. Public Works Employees who are required to wear protective footwear may submit to the City for reimbursement for the cost of work boots in an amount not to exceed \$120.
- G. Public Works Employees may submit to the City for reimbursement for the difference in cost between a Nebraska Driver's License and a "CDL" driver's license within 30 days of obtaining a CDL license when a CDL license is required as a part of the covered employee's job description.
- H. Public Works Employees shall be provided by the City five safety work shirts in each fiscal year at no cost to the employee.
- I. Employees not covered by the "Agreement Between the La Vista Fraternal Order of Police Lodge No. 28 and the City of La Vista" and who are otherwise eligible, shall be paid overtime at the rate of one and one-half times the employee's hourly rate for all hours worked over forty in the pay periods that encompass the annual La Vista Days celebration, except, that if an employee uses any sick leave, vacation leave, personal leave, or comp time during the corresponding pay periods, such leave time shall offset any overtime earned. Overtime earned will not be offset by any holiday that falls during the above referenced pay periods.

Section 15. Pay for Unused Sick Leave Upon Retirement or Death. Employees who voluntarily retire after twenty or more years of service with the City and have no pending disciplinary action at the time of their retirement, shall be paid for any unused sick leave. Employees who began their employment with the City after January 1, 2005, or who began their employment prior to this date but elected to waive their eligibility for emergency sick leave, shall be paid for any unused sick leave, if they voluntarily leave City employment and have no pending disciplinary action, according to the following sliding schedule: After 10 years of employment – 100% of sick leave hours accrued over 660 and up to 880; after 15 years of employment – 100% of sick leave hours accrued over 440 hours and up to 880; after 20 years of employment – 100% of sick leave hours accrued up to 880. No other employee shall be paid for any unused sick leave upon termination of employment.

A regular full-time employee's unused sick leave shall also be paid if, after October 1, 1999, the employee sustains an injury which is compensable by the City or the City's insurer under the Nebraska Workers' Compensation Act and such injury causes the death of the employee within two years after the date of injury. Any payment made pursuant to the preceding sentence shall be made to the surviving spouse of the employee; provided, such payment shall be made to the employee's estate if the employee leaves no surviving spouse or if, prior to his or her death, the employee filed with the City Clerk a written designation of his or her estate as beneficiary of such payment.

Section 16. Pay Periods. All employees of the City of La Vista shall be paid on a bi-weekly basis. The pay period will commence at 12:01 a.m. Sunday and will conclude at 11:59 p.m. on the second succeeding Saturday. On the Friday following the conclusion of the pay period, all employees shall be paid for all compensated time that they have been accredited with during the pay period just concluded.

Section 17. Public Works Lunch and Clean-up Times. Lunch period for employees of the Public Works Department shall be one half hour (30 minutes) in duration. Public Works employees shall be granted a 5 minute clean-up period prior to start of lunch period, and shall be granted an additional 5 minutes clean-up period prior to the end of the work day.

Section 18. Sick Leave and Personal Leave. Sick leave and personal leave will be awarded and administered in conjunction with the provisions set forth in the personnel manual and the Agreement between the La Vista Fraternal Order of Police Lodge No. 28 and the City of La Vista, as applicable to the employee in question.

Section 19. Vacation Leave. Upon satisfactory completion of six months continuous service, regular full-time employees and permanent part-time employees shall be entitled to vacation leave. Such vacation shall not be used in installments of less than one hour. Increments of vacation leave of less than four hours must have 48 hours prior approval and can be taken only at the beginning or at the end of the work day.

Section 20. Vacation Entitlement.

- A. All full-time employees whose employment is governed by the Agreement described in Section 14, Paragraph A. of this Ordinance shall earn, accrue and be eligible for vacation as provided in such Agreement.

- B. All other full-time Hourly Non-Exempt Employees shall earn: six (6) days of paid vacation during the first year of continuous full-time employment; eleven (11) days of paid vacation during the second year of continuous full-time employment; and thereafter, eleven (11) days of paid vacation during each subsequent year of continuous full-time employment, plus one (1) additional day of paid vacation for each year of continuous full-time employment in excess of two years. Notwithstanding the foregoing, no employee shall earn more than twenty-three (23) days of paid vacation per employment year.
- C. All Management Exempt Employees, and Salaried Exempt Employees, shall earn ten (10) days paid vacation during the first year of continuous employment, and one (1) additional vacation day for each additional year of continuous employment not to exceed twenty-six (26) days.
- D. All Permanent Part Time Employees working a minimum of twenty (20) hours per week shall earn forty (40) hours of paid vacation time per year after six (6) months of employment. Total paid vacation time earned per year shall not exceed forty (40) hours.
- E. Full Time Exempt and Non-Exempt Employees shall be allowed to accrue unused vacation leave from previous years to a maximum of 220 hours.
- F. Permanent Part Time Employees shall be allowed to accrue unused vacation leave from previous years to a maximum of 110 hours.

Section 21. Wage Tables.

Table 100					
Salaried Exempt Employees					
Hourly Non-Exempt Employees					
Range		Minimum	Maximum	Range	
100	Hourly	9.27	12.04	141	Hourly
	Monthly	1,607	2,087		Monthly
	Annual	19,282	25,043		Annual
105	Hourly	10.99	14.50	145	Hourly
	Monthly	1,905	2,513		Monthly
	Annual	22,859	30,160		Annual
110	Hourly	11.38	14.78	150	Hourly
	Monthly	1,973	2,562		Monthly
	Annual	23,670	30,742		Annual
115	Hourly	12.24	15.90	160	Hourly
	Monthly	2,122	2,756		Monthly
	Annual	25,459	33,072		Annual
120	Hourly	13.16	17.09	165	Hourly
	Monthly	2,281	2,962		Monthly
	Annual	27,373	35,547		Annual
125	Hourly	14.16	18.39	175	Hourly
	Monthly	2,454	3,188		Monthly
	Annual	29,453	38,251		Annual
130	Hourly	14.65	19.02	180	Hourly
	Monthly	2,539	3,297		Monthly
	Annual	30,472	39,562		Annual
140	Hourly	16.03	20.81	190	Hourly
	Monthly	2,779	3,607		Monthly
	Annual	33,342	43,285		Annual

Table 200 Management Exempt Employees			
Range		Minimum	Maximum
200	Hourly	34.21	43.65
	Monthly	5,930	7,566
	Annual	71,157	90,792
205	Hourly	35.53	45.35
	Monthly	6,159	7,861
	Annual	73,902	94,328
210	Hourly	37.81	48.14
	Monthly	6,554	8,344
	Annual	78,645	100,131
215	Hourly	41.14	52.50
	Monthly	7,131	9,100
	Annual	85,571	109,200

Table 400							
Classification: FOP Collective Bargaining							
Hourly Non-Exempt							
Range		A	B	C	D	E	F
426	Hrly				34.15	35.57	37.82
					5,919	6,165	6,555
					71,032	73,986	78,666
423	Hrly	22.39	23.90	26.26	27.80	30.34	31.92
		3,881	4,143	4,552	4,819	5,259	5,533
		46,571	49,712	54,621	57,824	63,107	66,394

Section 22. Repeal of Ordinance No. 12284. Ordinance No. 1228-4 originally passed and approved on the 16th2nd day of September 2014 is hereby repealed.

Section 23. Effective Date. This Ordinance shall take effect after its passage, approval and publication as provided by law.

Section 24. This Ordinance shall be published in pamphlet form and take effect as provided by law.

PASSED AND APPROVED THIS 2ND16TH DAY OF DECEMBERSEPTEMBER 22 2014.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Bueth, CMC
City Clerk