

Meeting Date: 11/26/2013

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### Information

**Title:**

Discussion Regarding 2014 Non-union Wages and Non-union City Health Insurance Contributions

**Purpose/Background:**

The purpose of this case is to discuss non-union employee' wages and non-union health insurance contributions for 2014 – and to consider the comparison related to the City's unionized employees.

This work-session case is a follow-up to one that occurred at the July 23, 2013, work-session, "Overview of 2014 Budget Process; as well as the Personnel Committee on October 15, 2013, "Discussion Regarding 2014 Non-union Wages and City Health Insurance Contributions."

As background information, the City employs 68 employees, of which 65 employees are benefit eligible. Of the 65 benefit eligible employees, 24 are non-union and 44 are union. Again, this case is specific to the City's 24 non-union employees and the 2014 budget; however, it is important to note that since the union contracts have been settled through 2014 the decisions made regarding the non-union group will have an impact on the City's internal equity and compensation structure.

Note: The July 23, 2013, work-session minutes and October 15, 2013, Personnel Committee minutes are attached; as well as a summary of the City's wages, health insurance and other related documents.

Note: The position identified in the attached charts as Community Development Director is currently referred to as the Development Services Manager and the City Planner is currently referred to as the Associate Planner/Environmental Coordinator; both positions are slated for reclassification. The position of Assistant to the City Administrator was not listed in the charts due to a lack of comparable data.

Health Insurance

Historically, the City has always offered the same health insurance contributions to all employee groups, union and non-union alike. Staff highly suggests continuing that practice in an effort to maintain internal equity, minimize the complexity of the budget, keep the payroll process streamlined, and to mirror other city's business practices.

As background regarding the City's 2014 premium increases, the premiums were expected to be capped at 10% and the 2014 union contracts were negotiated based on that percentage. However, staff was aware that there was a chance the increase would be slightly higher due to healthcare reform fees and the unions were given (and have requested) to have a re-opener to negotiate for the added fees, which came in at 3.3% or 13.3% all together.

Staff recommends the City Council consider authorizing the sharing of the premium increases with non-union employees as per one of the attached spreadsheets, limited to the Single, Employee + Spouse, and Employee + Children plans. These spreadsheet options represent the amounts previously negotiated with the unions, or, an option to include a portion of the remaining 3.3 percent that was added to the premiums due to healthcare reform fees. Staff recommends holding the City's contribution on the Family plan at the level that was previously negotiated with the unions in order to reduce costs and work toward more equitable contributions amongst the tiers.

Staff recommends option C. Option C falls within the 2014 preliminary budget while 1) maintaining 100% coverage by the City on the least expensive single premium (consistent past with practice and recommended by the City's benefits broker), and 2) offers \$130.00 toward the single VEBA contribution (but not \$155 as was the case last year).

### Wages

Staff originally accounted for a 2.5% non-union cost-of-living-adjustment (COLA) in the preliminary 2014 budget. Due to the need to drive down the 2014 preliminary budget the percentage was reduced to 2%. Concurrently, staff has reviewed the most recent COLA data and found that most City's are coming in at a average COLA of 2%. Staff recommends a 2% COLA be authorized for the non-union employee group.

### Market Study

Staff was asked to conduct a non-union market study. A study was completed on every non-union position in the City. The market area included similarly sized cities in the Metro Area, as well as Elk River (which is considered Central MN) and Andover (which is larger in population) but is very close in proximity.

### Non-union staff

Staff was asked about the make-up of the non-union group; the following list shows the city's non-union positions and F.L.S.A. status (Fair Labor Standards Act):

	Title	Eligible for Overtime / Covered by the F.L.S.A.
1	City Administrator (KU)	NO
2	Police Chief (JW)	NO
3	Finance Director (DL)	NO
4	Fire Chief (DK)	NO
5	City Engineer (BW)	NO
6	Public Works Superintendent (GR)	NO
7	Economic Development Manager (TL)	NO
8	Parks and Asst PW Superintendent (MR)	NO
9	Police Captain (JK) and (TF)	NO
10	Asst. Finance Officer (DM)	NO
11	Human Resources Manager (CL)	NO
12	Development Services Manager (TG)	NO
13	Building Official (RJ)	NO
14	Assistant to the City Administrator (PB)	NO
15	PW Utilities Supervisor (JN)	NO
16	Civil Engineer (LL)	NO
17	IT Coordinator (JF)	NO
18	Fire Marshall (Vacant)	Yes
19	City Clerk (JT)	Yes
20	Police Dept. Office Supervisor (JW)	Yes
21	Env. Coord/Assoc Planner (CA)	No
22	Parks Leadperson (MB) and (New in 2014)	Yes
23	Accountant I (CN)	Yes
24	Building Maint. Supervisor (DB)	Yes

At the October 15, 2013; Personnel Committee, the minutes reflect that the Committee was concerned about authorizing pay increases for the non-union group; it was stated that the non-union group is among the highest paid employees in the City. There are factors that should be considered with regard to a decision not to authorize a COLA to non-union employees: 1) Most of the above listed non-union positions are not eligible for overtime compensation and work a number of extra hours, including night meetings; 2) Most of the non-union positions require advanced education; 3) Most of the positions are already below the market when comparing 2013 data, and 4) considering that LELS will be getting 2% COLA plus a 2% market adjustment in 2014 and AFSCME will be getting 2% COLA plus 1% market adjustment in 2014, the wage scales show a narrowing margin.

Please see the attached graph documenting the market study.

**Timeframe:**

A case to authorize the non-union wages and health insurance contributions will be brought forward at the December 10, 2013, regular City Council meeting to be adopted as part of the 2014 budget.

**Funding Source:**

The funding required for the non-union COLA and health insurance contributions are included in the 2014 preliminary budget and will be covered in detail as they related to the 2014 budget discussion this evening.

**Responsible Party(ies):**

Colleen Lasher, Human Resources manager

**Outcome:**

Agreement on a contribution for health insurance for all employees, and a wage adjustment for non-union employees. Discuss market comparisons.

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**Attachments**

[Wages and Health Ins. Overview](#)

[07-23-13 Work-session](#)

[PC Minutes 10-15-13](#)

[Compensation Seciton of Personnel Policy](#)

[Sample Compensaiton Guidelines](#)

[HR Wage Tables](#)

[2014 Health Contribution Option A B C D](#)

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**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 11/21/2013

**Reviewed By**

Kurt Ulrich

**Date**

11/21/2013 05:56 PM

Started On: 11/20/2013 06:48 PM

### **Wages / Overview of the City's Cost of Living Adjustments (COLA)**

The purpose of the COLA is to ensure that purchasing power is not eroded by inflation. Last year, the City Council was provided with the information listed below. Unfortunately, the 2014 data is not yet available and may not be for some time, pending the end of the government shut-down.

In any event, the Social Security Administration (SSA) provides data as it relates to Social Security Income and COLA calculations. (Based on the percentage increase in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W)) The SSA calculated the COLA for 2013 to be 1.7% and the City gave a 1% COLA to all groups in 2013.

Note: This information has been provided as supporting documentation only and does not imply that the City relies on the SSA for budgeting purposes, or otherwise

For information purposes, a brief COLA history is listed below:

- 2013 1% for all employee groups
- 2012 2% for all employee groups, with the exception of Department Heads at 1%
- 2011 Zero % for all employee groups
- 2010 Zero % for all employee groups
- 2003 to 2009 3% each year for all employee groups

For 2014, the City's preliminary budget for non-union employees has budgeted for a 2.5% wage or cost of living adjustment.

### **Health Insurance / Overview of the City's Health Insurance**

January 2014 marks the beginning of the City's third year with Blue Cross and Blue Shield. The City changed health insurance carriers in 2012 from HealthPartners to Blue Cross and Blue Shield as part of the Local Government Information Systems Consortium (LOGIS). The City' benefited by joining the LOGIS group in many ways, but especially through the guarantee of four years of rate caps as follows: 8 1/2% in 2013, 10% in 2014, 11% in 2015, and 12% in 2016. However, as Healthcare Reform has evolved, there have been some added taxes that have passed on to the health plan and consequently the City. As a result, the 10% rate cap increase for 2014 ended up coming in at 13.3%.

**CITY COUNCIL WORK SESSION  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Ramsey City Council conducted a City Council Work Session on Tuesday, July 23, 2013, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Sarah Strommen  
Councilmember Mark Kuzma  
Councilmember John LeTourneau  
Councilmember Chris Riley  
Councilmember Jason Tossey

Member Absent: Councilmember Randy Backous

Also Present: City Administrator Kurtis Ulrich  
Finance Director Diana Lund  
Police Captain Jeff Katers  
Fire Marshall Matt Kohner  
Public Works Superintendent Grant Riemer  
Human Resources Manager Colleen Lasher  
Development Services Manager Timothy Gladhill  
City Engineer Bruce Westby  
City Attorney Joe Langel

Mayor Strommen stated the Finance Committee discussed that there had been just under a 1% decrease in residential home values.

Finance Director Lund completed presentation of the budget information relating to personnel and road reconstruction funding. She indicated the Council will need to focus on road reconstruction funding since the general fund does not have capacity to cover that cost due to levy limits. She stated prior to adoption in September, staff needs to look at balancing the budget to the levy, and the Council needs to consider whether to use Anoka County HRA funds of \$220,000, and whether to merge the EDA/HRA account. In addition, staff will prepare a five-year budget projection for the Council's review.

City Administrator Ulrich stated the five-year projection was a request from the Finance Committee to see what is happening to tax revenue and expenditures. On the EDA/HRA, it may not be good year to eliminate the HRA during a year of levy limits but the option is available to utilize Anoka County HRA funding to substitute that levy. Or, the HRA's activity can be scaled back and those duties transferred to the EDA through the HRA levy; however, that may result in concerns with transparency. With regard to funding road reconstruction costs, there has been discussion of a franchise fee and a Council decision needs to be reached in the next month or so in order to have a road reconstruction project in 2014. He stated the assessment option also needs to be considered so if approved, it could go into place in 2014. City Administrator Ulrich stated staff will consider cuts that can be made to reach a balanced budget and that recommendation will be made for the Council's consideration.

Councilmember Riley stated the Finance Committee discussed the Comprehensive Annual Financial Report and staff had a call with S&P who indicated the General Fund reserves are the most important thing they look at. He noted there are two main changes: the difference in funding roads in 2013 (combination of debt savings and one-time monies) versus 2014; and, now we have to pay the debt, making a \$600,000 difference. That is the difference between 2013 and 2014.

Finance Director Lund stated there are also personnel changes.

Mayor Strommen noted this presentation has laid out the issues. The Council will be working on the budget over the next few months, receive the five-year projections, and need to make a decision on funding sources for road reconstruction.

City Administrator Ulrich stated he would like to test the assumption if the Council wants to levy to the maximum or if the budget should be scaled back even more, and whether to keep the HRA levy in place or cover that \$200,000 with cuts. He asked if there is support to cut back on the levy or staffing to balance the 2014 budget.

Councilmember Tossey stated one TIF district is coming off line and even with a levy increase and lower home values, it will lower the tax capacity, proving TIF is more destructive than good. He asked about the assumption of a 2.5% wage increase for non-union when union got 2%.

Finance Director Lund verified that the unions received the following: AFSCME: 2% January 1 and 1% July 1 and LELS 2% January 1 and 2% July 1<sup>st</sup> for year 2014.

Finance Director Lund stated this is preliminary for consideration by the Council but the union contracts have been approved and need to stay in the budget.

Councilmember Tossey stated he would support a .5% decrease for non-union employees instead of paying a higher increase than union employees received.

City Administrator Ulrich stated the AFSCME is 2% in January and 1% in July, or 2.5%; and, LELS was 2% January 1<sup>st</sup> and 2% July 1<sup>st</sup> which averages 3%.

Councilmember Tossey stated there could be savings by reducing non-union increases. He asked why, in September, the Council debated using Anoka County HRA funds to off-set the Ramsey HRA but there is still not an answer.

Finance Director Lund stated the Council was informed that Anoka County HRA funds could be used but decided to not use it and save it for other housing activity or a project. She indicated Anoka County had approved it, but Ramsey had to submit its budget.

Councilmember Tossey referenced about the comment on the lack of transparency when using HRA funding to pay for certain EDA things, and stated he would argue that franchise fees result in the same, lack of transparency. He felt invoking a franchise fee was an attempt to get around the levy limit.

Councilmember Kuzma stated he would like to talk about bonding for road reconstruction.

Finance Director Lund stated it is too late to bond for projects in 2013 but bonding can be done for 2014 projects. Since it would be a non-qualified bond and the process takes 90 days to complete, she would recommend it be held off to 2014.

Mayor Strommen asked when the Council will receive revised road construction costs so that discussion can be tackled. She noted it is clear the cost for road reconstruction will not fit into the General Fund levy without significant decreases elsewhere. Mayor Strommen stated all agree the roads need to be fixed so the decision is the level of projects, pace of projects, and how they will be funded.

City Engineer Westby stated information on road costs, funding options, and associated timelines will be presented at the August 13, 2013, Work Session.

Finance Director Lund explained how levy limits are determined, noting the limit is 3% of last year's levy amount.

Councilmember Tossey asked how much additional revenue will be received by the TIF #2 District coming off line and asked why that should count towards levy limits since that money could not be accessed last year.

Mayor Strommen stated the City cannot take advantage of that because it is dictated by what had been levied last year.

Councilmember Tossey stated he wants money to go towards roads but he does not support franchise fees.

Mayor Strommen stated Ramsey does not get the choice to use the additional revenue generated by decertification of TIF #2 for road construction due to levy limits.

Finance Director Lund stated another reason levies were put in place is that the state passed a sales tax exemption.

Councilmember Riley stated on the transparency issue, several years ago the EDA/HRA were the same and it was past practice to use one levy one year and the other levy the next year depending on which was the most advantageous. He stated he did not support that practice. Councilmember Riley stated this budget starts with the Strategic Plan and to make changes that can be paid for. He stated the "wish list" needs to be scrutinized first and only items included that can be paid for.

Mayor Strommen stated the personnel changes considered during strategic planning are not enough to offset road costs so that problem still needs to be addressed.

Councilmember Kuzma stated in 2014, \$156,000 needs to be cut even if the levy limit is maximized. He stated if the \$156,000 is cut, the budget would have \$500,000 allocated for roads so maybe only maintenance can be done in 2014 unless information is presented at the next Work Session to resolve that funding issue.

Councilmember Riley stated there is an operating budget and a road funding issue but right now, the \$156,000 needs to be cut first and then the Council can tackle the road funding issue. He noted that the City cannot increase taxes to pay for road reconstruction, which frames the Council's discussion.

Mayor Strommen agreed and stated the Council has wrestled with this decision for years and keeps pushing it "down the road" but that decision is needed now because there is a big issue with roads. She stated she is not concerned about cutting \$156,000 from the 2014 budget but funding road reconstruction will be a difficult decision. She stated at some point, a Council has to tackle that issue and find funding that is not one-time in nature, perhaps through a phased approach.

City Administrator Ulrich asked if the non-union wage discussion should be referred to the Personnel Committee.

The City Council agreed it should be referred to the Personnel Committee

Human Resources Manager Lasher explained it was a COLA increase on top of the entire scale.

City Administrator Ulrich stated Anoka County HRA had a caveat that it preferred one-time projects and expenditures but there was no clear answer about using Anoka County HRA funds for on-going administrative costs.

Mayor Strommen asked staff to prepare a plan that meets Anoka County's objectives and Ramsey's objectives and budget scenarios addressing both.

Councilmember Tossey asked what COR land sales are dedicated to.

Finance Director Lund stated there are two outstanding MSA bonds, sewer and water internal loans and then it is to go to pay back the HRA for development matters and help fund parks because park improvements cannot be bonded for through TIF.

Councilmember Tossey asked about the status of park funds.

Finance Director Lund stated the Park Fund has a balance of about \$2.4 million and that number does not include the cost for Elmcrest Park.

Councilmember Tossey suggested analyzing HRA land to determine if any of that money can be used for road reconstruction, noting the City is land rich but cash poor.

City Administrator Ulrich stated land proceeds have always been something hoped for to fund a lot of things, but the market has not been there and it is an unpredictable funding source.

Councilmember Tossey stated the City does not have an Economic Development Manager but the market is changing and people are interested in buying land. In addition, the Highway 10 project may increase interest in The COR property without spending money on consultants. He noted levy limits may be in place for 2015 but he thinks the way to get revenue for roads is through the levy and not through fees.

Mayor Strommen supported making this decision this year so that decision is not again delayed.

City Administrator Ulrich agreed the interchange project moving forward will result in increasing the value of The COR land.

Councilmember Kuzma raised the option of instituting a franchise fee for a year until land sales increase.

City Administrator Ulrich stated that is an option and has been used previously when the market homestead credit was cut and there were levy limits.

Finance Director Lund stated LGA had also been cut at that time and that franchise fee was instituted for one year but sunset after nine months. She noted that the budget process would be presented at tonight's Council meeting to make the public aware.

### **3. FUTURE TOPICS FOR DISCUSSION**

City Administrator Ulrich reviewed future topics.

Mayor Strommen suggested the Metropolitan Council representative be invited and introduced at a future meeting. She stated the Mississippi River Mayor's Association had a recent conference in St. Cloud, it is free to join, and fits with the Council's Strategic Plan to promote connectivity. In addition, Parks and Assistant Public Works Superintendent Riverblood has indicated it would be in line with the Mississippi River Trail.

The Council supported discussing the Mississippi River Mayor's Association at a future Work Session.

Councilmember Tossey stated he attended Senator Peterson's Town Hall meeting and the Rum River Dam was discussed. He stated there is a movement to get all cities along the Rum River to contribute towards a secondary barrier, as it is a regional issue, instead of only the four cities within the Lower Rum River Watershed Management Organization.

City Administrator Ulrich stated the Housing Assistance Plan will be considered in several weeks. He provided updates on personnel issues.

Mayor Strommen suggested addressing concerns related to investment in abutting properties that will be impacted by the Highway 10 project.

Development Services Manager Gladhill stated the Planning Commission will be discussing that issue in August.

City Administrator Ulrich announced a cyber security session will be offered to Ramsey business owners on September 17, 2013.

### **4. MAYOR / COUNCIL / STAFF INPUT**

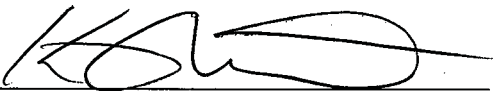
None

### **5. ADJOURNMENT**

Motion by Councilmember Kuzma, seconded by Councilmember Tossey, to adjourn the Work Session meeting.

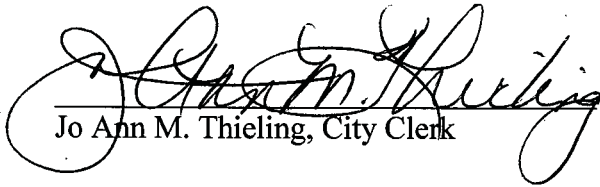
The Work Session of the City Council was adjourned at 6:33 p.m.

Respectfully submitted,

  
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Kurtis G. Ulrich

City Administrator

ATTEST:



Jo Ann M. Thieling, City Clerk

Drafted by Carla Wirth  
*TimeSaver Off Site Secretarial, Inc.*

**PERSONNEL COMMITTEE  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Personnel Committee conducted a regular meeting on Tuesday, October 15, 2013, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:     Chairperson Jason Tossey  
                          Councilmember Randy Backous  
                          Councilmember Mark Kuzma

Also Present:         City Administrator Kurtis Ulrich  
                          Human Resources Manager Colleen Lasher  
                          Fire Chief Dean Kapler  
                          Parks and Assistant Public Works Superintendent Mark Riverblood  
                          Public Works Superintendent Grant Riemer  
                          City Engineer Bruce Westby  
                          Development Services Manager Timothy Gladhill  
                          Mayor Sarah Strommen (Alternate)  
                          Councilmember Jill Johns  
                          Councilmember John LeTourneau  
                          Councilmember Chris Riley

**1.     CALL TO ORDER**

Chairperson Tossey called the regular meeting of the Personnel Committee to order at 6:27 p.m.

**2.     CITIZEN INPUT**

There was none.

**3.     APPROVE AGENDA**

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to approve the agenda as submitted.

Motion carried.   Voting Yes:   Chairperson Tossey, Councilmembers Backous and Kuzma.  
Voting No: None.

#### **4. COMMITTEE BUSINESS**

##### **4.01: Discussion Regarding 2014 Non-union Wages and City Health Insurance Contributions**

Human Resources Manager Lasher reviewed the staff report, noting the City has 68 employees, of which 65 are benefit eligible. Of those 68, 24 are non-union and 44 are union. The purpose of this case is to discuss non-union employee's wages and health insurance benefits for 2014 and to consider a comparison related to the City's unionized employees. It was noted that since the union contracts have been settled through 2014, the decisions made regarding the non-union group will have an impact on the City's internal equity and compensation structure. She advised that staff has data from about 18% of the reporting metro area cities indicating an average, non-union wage increase of 2.08% for 2014. Human Resources Manager Lasher reviewed terms of the 2014 settled contracts (wages and health insurance) (AFSCME, LELS-Patrol, and LELS-Sergeants). She presented three options for the Committee's consideration and further discussion:

Option #1: Retain the previously budgeted 2.5% increase in order to have flexibility based on the results of further analysis and receipt of additional pending data and to offer the same health insurance benefit to the non-union group as the unionized groups.

Option #2: Option #1 plus direct staff to perform a League of Minnesota Cities wage study for each non-union position in order to gather position specific market data and then use the remaining .5% to increase the position(s) that are too low.

Option #3: Based on discussion.

Human Resources Manager Lasher stated staff recommends Option #1, noting this will allow flexibility and time to learn what the Consumer Price Index and market are doing. She noted that in 2012, Department Heads received a 1% increase and all other staff members received a 2% increase, causing an even greater disparity within the compensation structure and market. It was noted the preliminary 2014 budget has accounted for a 2.5% non-union COLA and health insurance increases. The difference between a 2% increase and a 2.5% increase is about \$6,000 per year. She stated there may be an issue coming forward relating to comparable market wages.

Councilmember Backous asked if a League of Minnesota Cities study is done each year and if it has been done for 2014.

Human Resources Manager Lasher stated it is done yearly and already completed for 2013.

Councilmember Backous asked how the City rated and stated his preference to consider what the market bears and compete for talent in that way.

Human Resources Manager Lasher stated the unionized groups are where they need to be. She stated she has analyzed two-thirds of the non-union positions and found the City is at market or below, but none are over market rate.

City Administrator Ulrich stated if the Personnel Committee wants to keep COLA low and distribute funds to address market efficiencies, staff can present that option at a future meeting.

Councilmember Backous stated the market is the City's market and if the City is retaining employees, it is doing a good job. He noted Ramsey is unique and not the same as other cities in all aspects. He stated he has previously done salary surveys and they do identify if there are major discrepancies.

Chairperson Tossey stated he has yet to see an employee leave because of a 1% or 2% discrepancy. He stated the non-union positions are generally the highest paid positions in the City, and he believes this is not the time to consider a raise for the City's highest paid employees. Chairperson Tossey supported taking the time to do a market analysis and then consider adjustments, if justified, on a case-by-case basis.

Councilmember Kuzma asked who is considered non-union.

City Administrator Ulrich stated it is department heads and confidential employees who work with union negotiations such as Human Resources Manager Lasher.

Human Resources Manager Lasher stated, typically staff members who attend Council meetings would be non-union as well as liaisons to Boards and Commissions. She described the positions comprised in the union groups and stated she will provide a list that identifies non-union positions.

Councilmember Kuzma stated support for a comparison study.

City Administrator Ulrich stated if the unions get a percentage and the non-union do not, it will be an issue.

Councilmember Backous stated the union is the union and those contracts were negotiated so he does not find it to be a perception issue.

Chairperson Tossey stated handing out 2.5% increases to the City's highest paid employees while asking residents to pay for roads is the perception issue he is concerned about.

Human Resources Manager Lasher stated it was clear that the Council wanted to focus on retention and higher-level positions are specialized, leading the non-union groups.

Chairperson Tossey reviewed increases made within the Police Department and the issue of whether salaries are equitable, which he is not buying, because the Council takes it up on a case-by-case basis if there is a disparity.

City Administrator Ulrich stated most non-union employees are exempt and do not qualify for overtime and work extra hours. The union settlements were broken down into cost of living and market rate adjustment. He stated staff will do additional research relating to market rates.

Chairperson Tossey asked how many were told they had to leave the union to take a promotion, noting none were forced and did so voluntarily. He did not think it was fair to ask the public for more tax dollars to raise the salaries of the City's highest paid employees unless there is a big disparity

Councilmember Kuzma stated those management positions that are paid higher than union positions include the function of management, and that is where the comparable will come in.

Councilmember Backous stated some private companies have put a moratorium on higher paid positions. He noted other positions have been added to ease the burden and there are other work factors than the pay. Councilmember Backous stated if the City offers market or near market salaries and the employees are happy in their environment, they will stay. He stated the analysis has to compare like positions to like positions and it is the responsibility of the Council to determine the fair market value for each position.

Chairperson Tossey agreed and stated there is a need to compare apples-to-apples and population alone is not an indicator.

Human Resources Manager Lasher stated the League of Minnesota Cities has upgraded its salary survey so there are more factors considered than previously. She stated she will attempt to get the comparison as close to "apples-to-apples" as possible.

It was the consensus of the Personnel Committee to ask staff to complete a wage study and market survey for each non-union position so the City's non-union salaries can be compared with market rates.

#### **4.02: Resolution to Replace the Duties Left Vacant by the Fire Marshal**

Human Resources Manager Lasher reviewed the staff report and recommendation to authorize staff to move ahead with recruiting a Deputy Fire Chief posted at the position's full pay scale of \$30.14 per hour to \$37.67 per hour. The proposed position will provide back up for the Fire Chief, anticipates the need for succession planning, will assist with the on-going fire service consolidation effort, and is meant to ensure exemplary ongoing fire administration for the community. She noted the Fire Marshal's position in 2014 wages was budgeted for \$102,988 and anticipated funding for this position is approximately \$89,346.

Fire Chief Kapler stated the consolidation effort will take a lot of work and he would like this position to be part of that, which will have a direct reflection on its success. He stated the breakdown into operations and code enforcement at a 60/40 split is not far from where it was before and there is need for flexibility in this job description because he does not see a lot of full-time positions in the future.

Councilmember Backous stated he understands Fire Marshal Kohner's resignation resulted in a big loss. He asked if there were existing long-term employees that could be utilized for operations as a back up and whether the 40% of Code Enforcements/Inspection Services could be contracted.

Fire Chief Kapler stated this will be the #2 position and it is important to recognize that a strong structure is needed. He stated he selected the Deputy Fire Chief title because some duties will go along with that position and put an emphasis that it is the #2 position. He stated the current people work during the day and as a City, the majority of fire calls are also during the day.

Chairperson Tossey asked how many structure fires there were.

Fire Chief Kapler stated last year there were 14-15 structure fires.

Chairperson Tossey stated he has a hard time considering a full-time Deputy Chief position for a City of this size, especially with its economic problems. He felt there was opportunity for a Fire Inspector being a #2 position and was concerned that a Deputy Chief may garner a higher pay. He noted Fire Chief Kapler is very active and attends many meetings, which is great, but some of those commitments could be downsized somewhat.

Councilmember Backous stated he is not saying this is not an important position but agrees there are budget issues and the City is also asking residents to fund a street improvement program. He stated Ramsey is reaching out to other communities for shared fire services, which he supports, but does not know if Ramsey is getting back an adequate amount to cover the costs for the additional tasks. Councilmember Backous stated if there is more burden on City staff and additional costs with shared services that is not reimbursed, he does not want to be part of it. Rather, he supported joined services and cutting costs.

Fire Chief Kapler stated he does not know if a good gauge is the number of structure fires because the Code enforcement and fire prevention results in people not spending money to repair their homes, which is huge. He believed fire prevention should be #1 on the list. He stated administrators are looking at the shared services cost analysis and the effort expended by staff to get it to this point is not being recouped.

Councilmember Backous stated if Ramsey is adding staff to cover the burden for joint fire services then either the other cities need to make enough reimbursement to cover those costs, or Ramsey should get out of it.

Fire Chief Kapler stated a lot of the questions related to costs are included in the consultant's report and it contains good information to determine if shared services is a good idea. He stated after reviewing that study, he thinks there will be an improvement in services and in the long term, reduction in costs.

City Administrator Ulrich stated there was originally five cities considering shared services with Ramsey. Then Oak Grove dropped out so it is now at four cities. He explained there is anticipation that administration costs of the joint venture will be shared, though the exact numbers are not yet known. He stated he and Fire Chief Kapler will work on that organization for shared equipment. City Administrator Ulrich agreed that Ramsey has the highest costs because it has the biggest Department and population to serve and as the model is expanded for shared services, all will contribute toward those costs. He believed there was the option to share

this position in the future but it is critical to hire in the start up phase of shared services, and also addresses succession planning for this larger entity if it comes about, and to have the employee feel comfortable in providing leadership. City Administrator Ulrich stated there are alternatives, such as a lower level position to grow into this position over time but that is not the preference. He explained if there is a new Department in two years, they want an employee with those skills and abilities at this point. He asked if there may be the opportunity to contract out some of the fire inspection work for neighboring communities to recoup some of the costs.

Chairperson Tossey asked if that was done with Fire Marshal Kohner.

Fire Chief Kapler stated the only one contracted out was with Nowthen under that JPA.

Chairperson Tossey stated if not done previously, he does not think it will be done in the future. He stated he attended the consultant presentation and heard about shared services. The consultant said overall, it makes sense to have some shared services in the area of fire prevention and training but not in sharing rigs. Chairperson Tossey stated he has no desire to fill a position that may never come to fruition and would prefer a fire prevention position.

Councilmember Kuzma asked what the difference in salary is between the two positions.

Human Resources Manager Lasher stated the Deputy Fire Marshal range is \$30.14 per hour to \$37.67 per hour as compared to that of the Fire Marshal range of \$27.93 per hour to \$34.56 per hour. She stated she read three or four area fire chief's recommendations regarding this position and advised that all recommended asking to hire two people, a Deputy Fire Chief and a Fire Inspector. She noted that Chief Kapler had scaled down the request considerably.

Chairperson Tossey stated he does not support staff's recommendation to hire a Deputy Fire Chief but would be willing to discuss lowering the position classification.

Fire Chief Kapler stated the recommendation he presented was his vision of what is best for the Fire Department. But if this does not have a chance, he absolutely would recommend covering what needs to be covered today. He stated part of his job is to predict the community's future needs (buildings and services) and this is his idea of a snapshot of the future in what the community needs. Fire Chief Kapler stated he does not want to lose services the City is already providing.

Councilmember Backous stated he was going to ask what was the most important in this position, and Fire Chief Kapler had previously mentioned the most important aspect is fire prevention. He asked if that service can be contracted instead of hiring an employee. He stated if the shared services agreement evolves, that position would be an easy one to share and quantify the cost to the communities.

Fire Chief Kapler stated it can be contracted out and the City needs to look at efficiencies. He noted new construction inspections are picking up as well as other administrative functions.

Councilmember Backous asked whether the Fire Department can draw on the talents of current employees to pick up the slack on operational functions. He stated he likes the idea of contracting for fire inspections because then the City can hire to the level needed.

Fire Chief Kapler stated the operational functions occur during the day and the experienced people work during the day so he will have no luck finding a current person to handle operational functions. He stated these functions can occur any day of the week and that is the advantage of a flexible position instead of a contractor that is rigid.

Councilmember Backous asked what the Fire Department can live without, as he would like to find a compromise. He stated this is not a good time to add a \$100,000 cost.

Fire Chief Kapler noted this is not a request to add anything, but to replace a full-time position. He stated a Fire Inspector/Building Inspector was brought on and with the activity, went to a Fire Inspector, and then as the employee's abilities grew became a Fire Marshal. The same happened with Mr. Kohner.

Chairperson Tossey stated it would add \$15,000 in salary if a Deputy Fire Chief position is hired. He stated he is not comfortable paying the new replacement position more than was received by the person in the position previously. He stated residents spoke last week and told the City to stop spending money. Chairperson Tossey stated he understands the need to fund critical services but he does not want to replace the previous position with someone being paid more. He asked if there was support to restructure this position or bring it before the full Council.

Fire Chief Kapler stated he has heard the comments of the Personnel Committee loud and clear and suggested he and Human Resources Manager Lasher come up with an alternate recommendation.

Councilmember Kuzma asked if this position being on staff affects the insurance rates of the homeowner.

Fire Chief Kapler stated it does but is part of a long and complex formula.

Councilmember Backous stated as an insurance agent, rates are based on having a fire hydrant within 1,000 feet, a Fire Station within so many miles, and the type of structure of the house.

Fire Chief Kapler described the other items that are factored into the formula.

City Administrator Ulrich stated the issue is the ISO rating and described how it is determined.

Councilmember Kuzma stated support for the Fire Chief to consider other alternatives that address the funding concerns.

Councilmember Backous stated he understands the request but in all requests impacting the budget, he wants to hear what is needed, not what is wanted.

Fire Chief Kapler stated he will return with a tiered approach that includes options.

Councilmember Kuzma agreed with the importance of succession planning so the #2 position is ready at the time Fire Chief Kapler retires.

Councilmember Backous stated it may be that another City's Fire Department is training that #2 person who will replace Fire Chief Kapler when he retires.

Chairperson Tossey stated the Council will select the replacement for the Fire Chief, and it may not be the #2 person, and it may be someone from outside of the Department.

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to postpone consideration of the recruitment for a Deputy Fire Chief position and ask Fire Chief Kapler and Human Resources Manager Lasher to develop other options that includes a tiered approach.

Motion carried. Voting Yes: Chairperson Tossey, Councilmembers Backous and Kuzma. Voting No: None.

#### **4.03: Resolution to Accept a Paid-on-call Firefighter's Resignation**

Human Resources Manager Lasher reviewed the staff report and recommendation to accept the resignation from paid-on-call Firefighter Lance Weatherly as he has moved out of the City. It was noted the Fire Chief is not requesting to fill this position at this time.

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to recommend that the City Council confirm the recommendation of the Personnel Committee and accept paid-on-call Firefighter Lance Weatherly's resignation and to recruit for this position at a later date.

Motion carried. Voting Yes: Chairperson Tossey, Councilmembers Backous and Kuzma. Voting No: None.

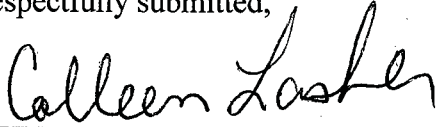
#### **ADJOURNMENT**

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to adjourn the regular meeting of the Personnel Committee.

Motion carried.

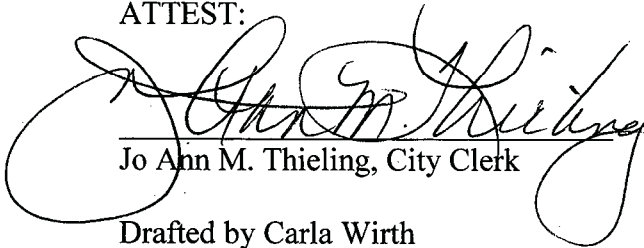
The regular meeting of the Personnel Committee adjourned at 7:29 p.m.

Respectfully submitted,



Colleen Lasher  
Human Resources Manager

ATTEST:



Jo Ann M. Thieling, City Clerk

Drafted by Carla Wirth  
*TimeSaver Off Site Secretarial, Inc.*

## **SECTION 6 CLASSIFICATION AND COMPENSATION**

### **6.1 General**

Employees of the City shall be compensated according to the schedule established by the City Council. Any wage, salary, or other monetary benefit so established is the total remuneration for employment which may be allowed for the conduct of official business, but shall not be considered as reimbursement for official travel or other expenses. Unless approved by the City Council, no employee shall receive pay from the city in addition to the salary authorized for the position or positions to which the employee has been appointed, or for hours beyond the normal work week without prior approval by the Administrator or designee.

Non-exempt employees who work for a period less than the regularly scheduled work-week will earn wages based on the actual number of hours worked. Regular part-time employees are eligible to earn vacation and sick leave in proportion to that earned by regular full-time employees based on the number of hours worked. Holidays are earned in proportion to those earned by regular full-time employees and are based on work hours budgeted on January 1. Vacation and sick leave, and holidays count toward total budgeted work hours for the year. Temporary employees are not eligible for vacation or sick leave, holiday pay, or health or life insurance.

This employee is eligible to earn vacation and sick leave in proportion to that earned by regular full-time employees based on the number of hours worked. Holidays are earned in proportion to those earned by regular full-time employees and are based on work hours budgeted on January 1. Vacation and sick leave, and holidays count toward total budgeted work hours for the year.

Employees shall be paid biweekly. When a pay day falls on a holiday, employees shall receive their pay the preceding work day.

No employee shall be permitted to receive from any third party payment for services and labor performed while such employee is working regular hours or while working additional overtime hours.

### **6.2 Classification Plan**

The City will establish and maintain a position classification plan for all positions in accordance with federal and state laws. This plan will be reviewed periodically to ensure that responsibility levels and wages are commensurate with the work performed. Position descriptions shall not be used to limit the scope of work, but shall serve as a guide in identifying core functions and qualifications.

Each position description shall contain:

- a. Essential duties and responsibilities of the position.
- b. Examples of work which are illustrative of the duties of the position.

- c. Descriptions of the level of knowledge, skills and abilities necessary to perform the essential duties and responsibilities.
- d. Minimum requirements of the position which will include the desired level of education, experience, education and training for recruitment into the position.
- e. Working conditions and physical demands of the position.

#### *Purpose*

The purpose of the classification plan is to:

- a. Establish reasonable compensation relationships between job classifications.
- b. Establish qualification standards for recruitment and testing purposes.
- c. Provide the appointing authority with means for analyzing work distribution, areas of responsibility, lines of authority, and other relationships between positions.
- d. Assist the appointing authority in determining budget requirements.
- e. Provide the basis for developing standards of work performance.
- f. Indicate training needs
- g. Provide uniform titles to positions.

#### *Class*

A class shall be comprised of one or more positions that are substantially similar with respect to the type, difficulty, and responsibility of work performed.

#### *Position Specification*

The Human Resources Manager, under the direction of the City Administrator, and in conjunction with Department Heads, shall be responsible for establishing and maintaining current position descriptions. The position description shall state the essential duties, responsibilities and qualification requirements which distinguish a given position from other positions. The position description shall describe the typical types of work which may be assigned to a particular position but shall not be construed to restrict the assignment of other duties related to the position.

#### *Administration of the Classification Plan*

The classification plan shall be established and maintained through recommendation of the department head and the Human Resources Manager to the City Administrator. The City Administrator may establish a new class, create a new position within a class or reclassify a position upon approval by the City Council.

When a new position is proposed by a department head and the Human Resources Manager, a request for the position along with a description of the duties and responsibilities of the position shall be submitted to the City Administrator. The position shall be analyzed and evaluated based on the duties and responsibilities without regard to the personal characteristics, abilities or

qualifications of the incumbent. The final approval of the classification shall be by the City Council.

### *Reclassification*

When the duties and responsibilities of a position change logically, gradually and significantly, the department head may initiate a request for a change in classification. This request must be submitted in writing to the Human Resources Manager accompanied by an updated position description prepared by the department head. The Human Resources Manager shall submit the request to the City Administrator for review and approval or denial. If the City Administrator denies a request for reclassification, no similar request may be submitted for one year.

Factors that should be considered that could lead to conducting an analysis of existing positions are as follows:

- a. Change in the existing organizational or reporting relationship.
- b. Significant additions, reductions or changes in the essential functions for which the position is accountable which affect the level of skill, knowledge, responsibility or working conditions of the position.
- c. Change in the supervisory functions assigned to the position.
- d. Change in the qualifications required of the position.

### **6.3 Compensation Plan**

The City Administrator shall be responsible for presenting to the City Council a pay plan for all classes of positions included in the classification plan. From time to time the position and pay classification plan may be amended by City Council resolution upon receipt of a recommendation from the City Administrator. In making such recommendations, the City Administrator shall give appropriate consideration to the following factors:

- a. Maintenance of equitable relationship between classes, based on their relative duties and responsibilities.
- b. Indicators, from the appropriate labor market, for comparable work under similar conditions.
- c. Current recruitment and retention experience.
- d. Comparable worth for all positions within the organization.
- e. Ability of the City of Ramsey to fund the position.

### *Content of Pay Plan*

The pay plan presented to the City Council for its approval shall consist of the minimum and maximum rate of pay for each position in the organization. Each position shall be assigned to a pay class and all positions in the pay class shall be compensated according to the established pay range. A pay range will be assigned to each class according to the responsibilities of the position, the duties and pay for other positions, prevailing rates of pay for comparable positions in public

and private employment in the area, fringe benefits received by employees, the financial policy of the City, federal and state statutes and other pertinent economic factors.

#### *Pay Plan Administration*

The City Administrator shall be responsible for administering the Pay Plan according to this section.

**Beginning Salary Rate** – The beginning rate for a new employee will be the minimum rate in the established class for his or her position classification. In unusual situations, the Employer, at its sole discretion, may approve a pay rate above the minimum rate to:

- a. mitigate recruiting obstacles
- b. hire a person with superior qualifications
- c. correct salary inequities
- d. give credit for prior service

**Method of Progression** - After appointment or promotion and pending satisfactory performance, an employee shall be eligible for advancement through his/her respective salary range as specified in the collective bargaining agreement or as authorized by the City Council.

**Market Adjustment Pay** – Occasionally positions within the City may fall behind in pay with regard to the market value. When this becomes apparent, the Human Resources Manager will make a recommendation for the appropriate salary adjustment to the City Administrator. Upon approval by the City Council, the employee in said position will receive a salary range adjustment. The employee will retain her/his original anniversary date for the purposes of step increases and performance evaluations.

#### *Annual Review, Amendments and Modification*

At least once each year prior to the beginning of the following fiscal year, the City Council shall review the pay plan, make desired changes and approve all pay ranges for the following year. However, the City Council may modify any or all of the pay ranges or grades as set forth in their plan at any time. The City Council may also set an effective date(s) for the pay plan. All pay ranges and grades, including longevity and or performance increases, shall be construed as policy declarations and not binding permanent contractual obligations between the City and its employees. Any amendment to the pay plan shall be based on changes in the responsibility or the duties of the position, recruiting experience, rates of pay and benefits in the public and private sector, the City's financial status, general economic conditions, federal or state law, including the Minnesota Pay Equity law, or other pertinent factors warranting such action.

#### *Personnel Policies and Union Contracts*

An employee included in a collective bargaining agreement entered into according to the Public Employment Labor Relations Act, as per state law, is exempt from any provision of this policy that is inconsistent with such agreement.

## **6.4 Payroll Deductions**

Certain deductions from your earnings, such as federal and state income taxes and social security taxes, are required by law. These deductions will be identified on your check stub. The amount of these required deductions may change since they are affected by changes in the amount earned, and in the case of income tax, they are affected by changes in your number of dependents. Monies earned during a two (2) week pay period, cannot be divided into two payroll checks. The tax law states that all monies earned or paid during any given week must be taxed accordingly.

## **6.5 Lunch Periods and Breaks**

When working under conditions where a break period is practicable, all hourly employees are entitled to two (2) 15 minute breaks with pay per eight (8) hour shift at times designated by the supervisor. Most employees also receive a thirty (30) minute lunch period during each eight hour work day. With the exception of patrol officers, employees are not compensated during the lunch period.

## **6.6 Overtime/Compensatory Time Off**

### *Overtime for non-exempt, non-union employees*

Non-exempt, non-union employees will be paid overtime compensation for all hours worked in excess of forty (40) hours per work week at a rate of one and one-half times the regular rate of pay. Paid holidays, vacation leave, and sick leave are considered time worked for the purposes of calculating overtime hours.

Overtime pay will not be paid for time not worked. Exempt employees, as defined by the Fair Labor Standards Act, are not entitled to overtime pay.

### *Compensatory time off for non-exempt, non-union employees*

Non-exempt, non-union employees will be allowed to take compensatory time off in lieu of receiving over time compensation. Compensatory time off is computed at a rate of one and one-half times the hours worked in excess of the forty (40) hour work week. Accrued compensatory time off shall not exceed 40 hours at any time. Once an employee has accrued 40 hours of compensatory time off, compensation for additional hours worked must be paid in cash. (Beginning December 31, 2003, the City will cash out compensatory time off balances in excess of 40 hours. Employees who have not reached forty hours of banked compensatory time off must remain at or below forty hours.)

Accrued compensatory time off may be used with prior approval from the employee's Department Head. Upon an employee's separation from the City, there will be a pay-out of accrued and unused compensatory time off at the then current hourly rate of pay.

Exempt employees, as defined by the Fair Labor Standards Act, are not entitled to compensatory time off.

## **6.7 Severance Pay**

Employees shall receive a lump sum payment upon termination of employment with the City of Ramsey based on thirty-three (33) percent of employee's unused, accumulated sick leave after five (5) years of continuous employment. After fifteen (15) years of continuous employment, the employee will receive thirty-five (35) percent of said employee's unused, accumulated sick leave. After twenty (20) years of continuous employment, the employee will receive thirty-seven (37) percent of unused accumulated sick leave. After twenty-five (25) years of continuous employment, the employee will receive forty (40) percent of said employee's unused, accumulated sick leave.

Severance pay shall not be available in any sum to an employee if that employee is discharged for just cause, if an employee voluntarily terminates his or her employment prior to five (5) years of continuous employment service or if the employee voluntarily terminates his or her employment without giving the City of Ramsey fourteen (14) days written notice.

Receipt of severance pay terminates all seniority rights and ends all City of Ramsey's liability with regard to other benefits.



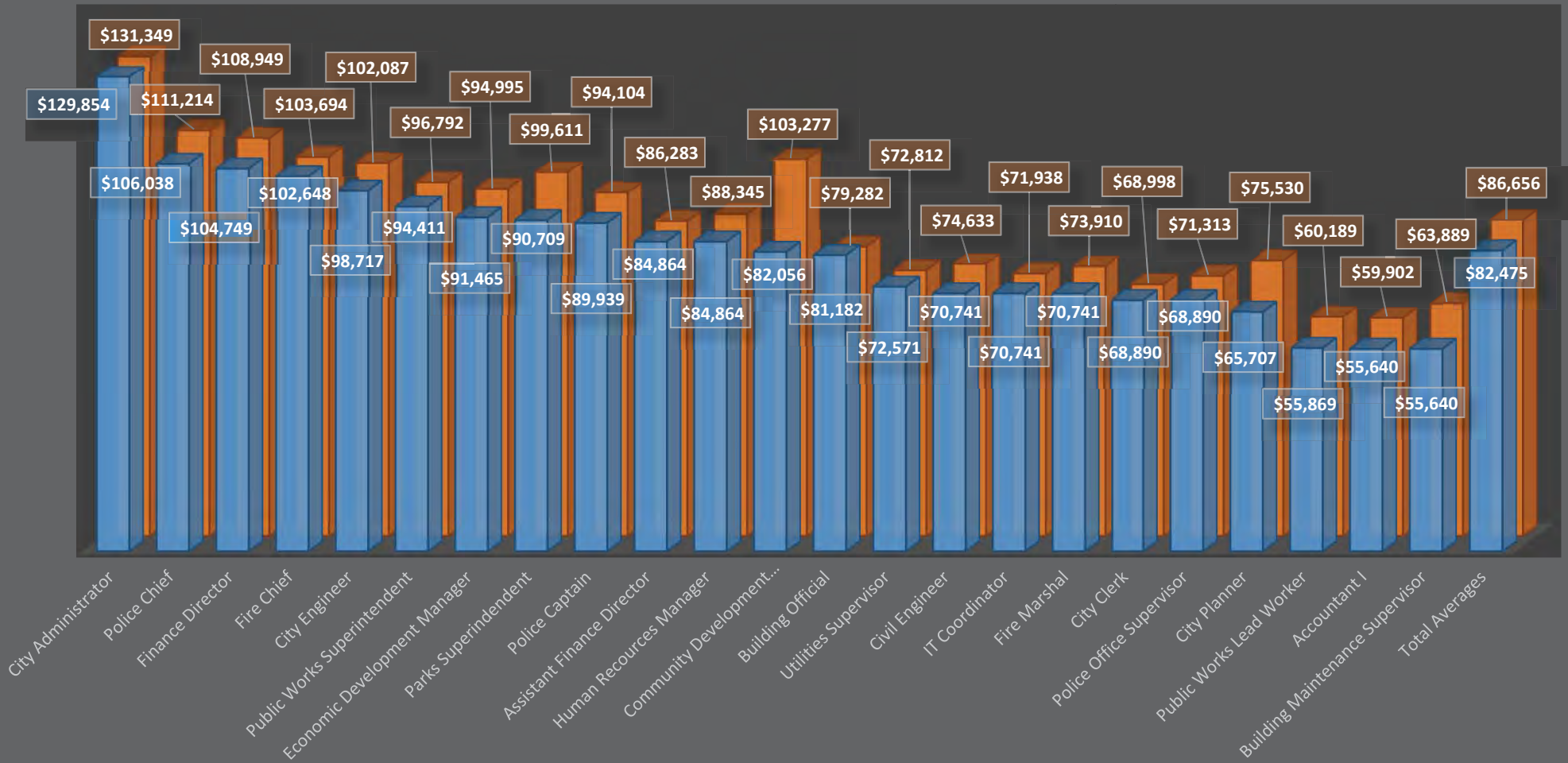
## EMPLOYEE COMPENSATION GUIDELINES

- It is the organization's ultimate objective to compensate employees at a level consistent with 100% of the average maximum for comparable positions in metropolitan area cities (population of 20,000 – 30,000).
- Market data provided in the Minnesota Local Government Salary & Benefits Survey (League of Minnesota Cities and Metro Cities) and DCA Stanton (Group 6) shall serve as the primary benchmarks for compensation data.
- Salaries paid to comparable benchmark positions identified in the private industry may also be a consideration in determining market compensation for Champlin City employees.
- If the City Administrator has determined, after reviewing external market data, that an employee is paid less than the average maximum for comparable positions in the market, the City Council may consider a recommendation for a salary adjustment based on the individual's performance and/or qualifying criteria for the position.
- All position market and/or salary adjustments recommended by the City Administrator shall be approved by the City Council as part of the annual budget process. Unless an alternative timeline is specifically recommended by the City Administrator, employee salary adjustments shall become effective January 1<sup>st</sup> for the identified budget year.
- At times, the Consumer Price Index (CPI) may be utilized in establishing some component of employee compensation. It is recommended that the "Midwest Urban—(all items)" data provided by the U.S. Department of Labor Statistics, be utilized for comparison purposes.

Amended: November 12, 2013

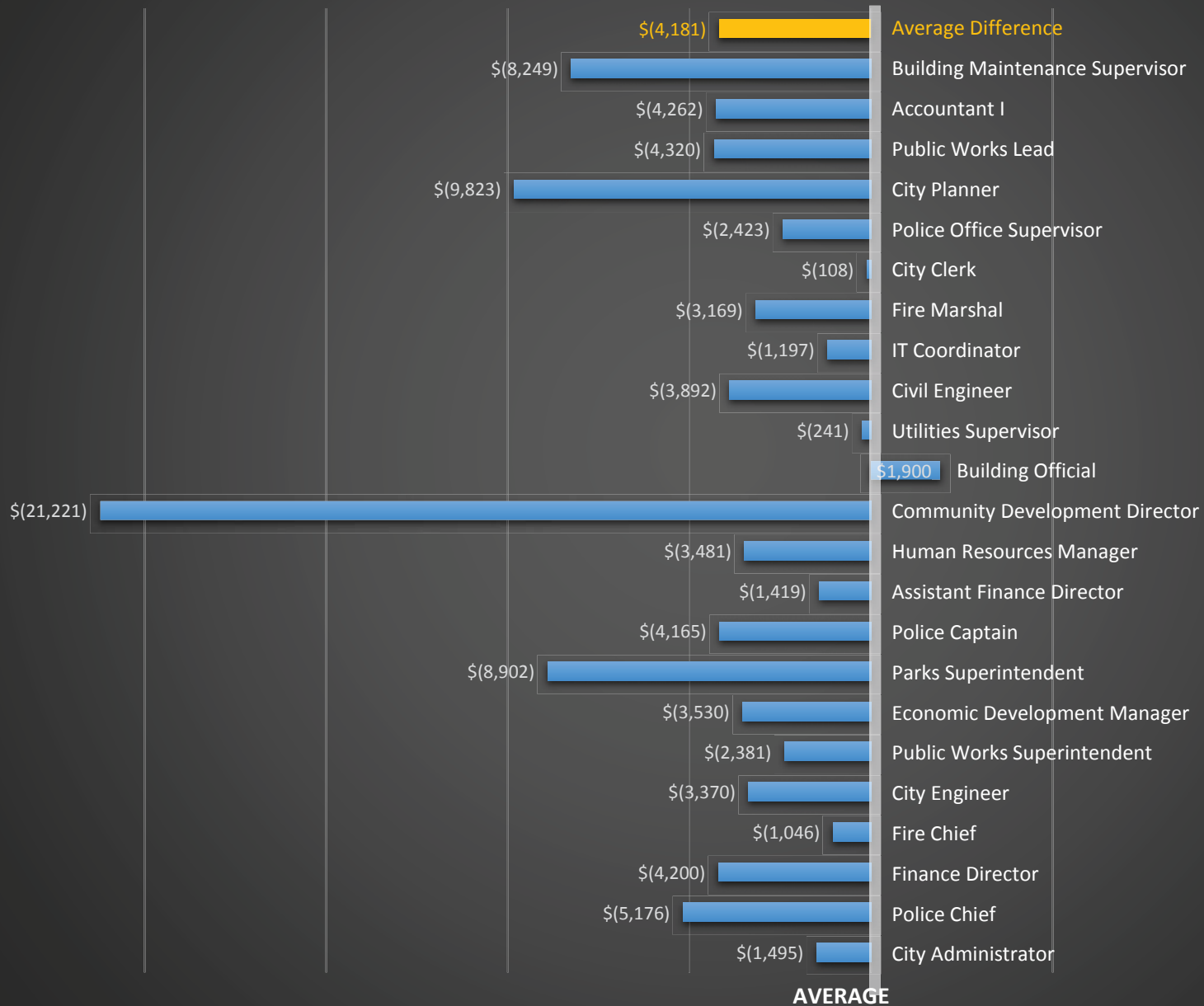
# RAMSEY WAGES COMPARED TO METRO

[AVERAGES, HIGHEST STEP, NON-UNION]



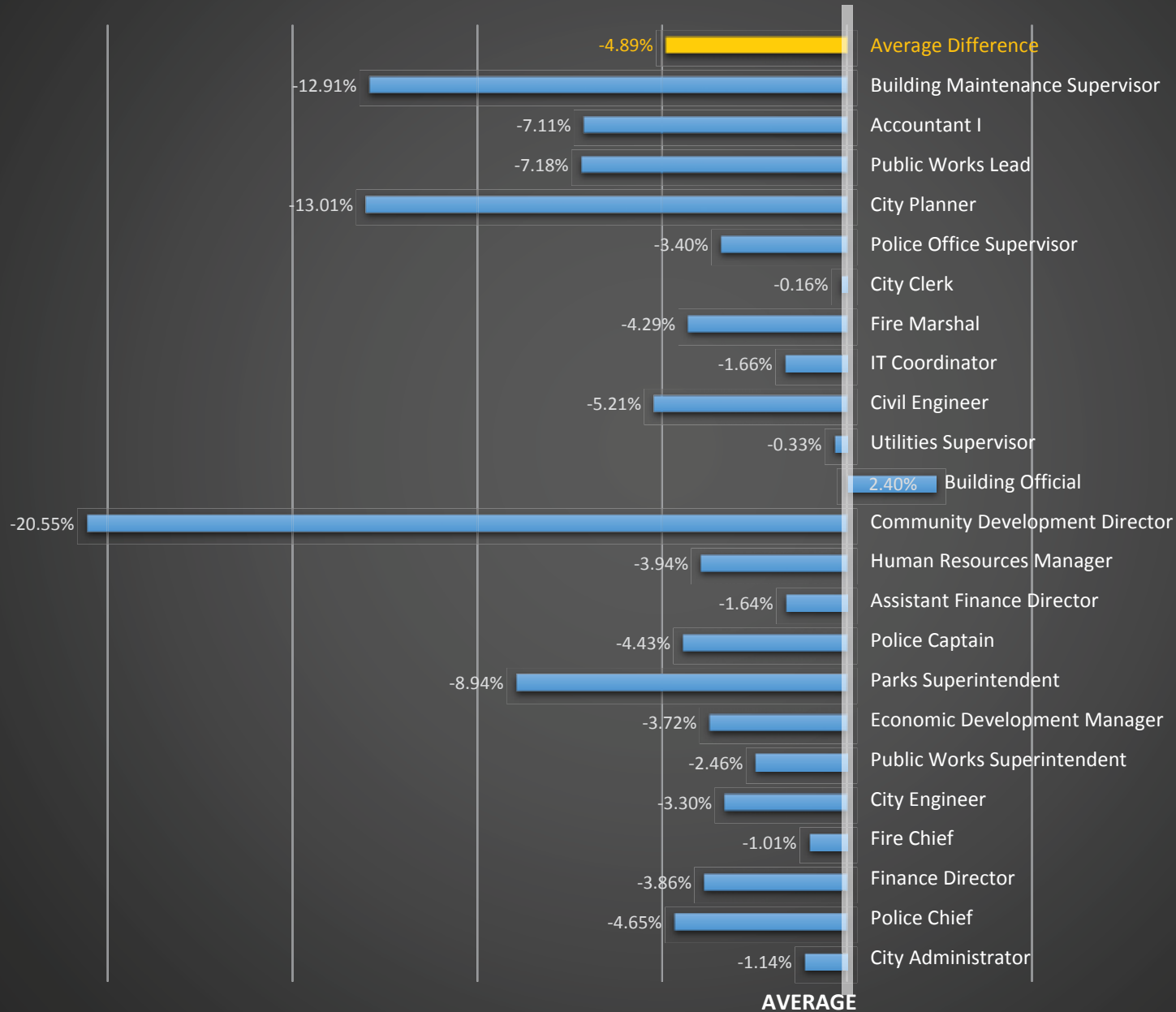
# DIFFERENCE BETWEEN RAMSEY WAGES AND METRO: \$NOMINAL

[AVERAGES, HIGHEST STEP, NON-UNION]



# DIFFERENCE BETWEEN RAMSEY WAGES AND METRO: %PERCENT

[AVERAGES, HIGHEST STEP, NON-UNION]



DATA SHEET

		Average Maximum Base Salary		Difference (Ramsey - Metro)	
		Ramsey	Metro	Nominal	Percentage
1	City Administrator	\$ 129,854	\$ 131,349	\$ (1,495)	-1.14%
2	Police Chief	\$ 106,038	\$ 111,214	\$ (5,176)	-4.65%
3	Finance Director	\$ 104,749	\$ 108,949	\$ (4,200)	-3.86%
4	Fire Chief	\$ 102,648	\$ 103,694	\$ (1,046)	-1.01%
5	City Engineer	\$ 98,717	\$ 102,087	\$ (3,370)	-3.30%
6	Public Works Superintendent	\$ 94,411	\$ 96,792	\$ (2,381)	-2.46%
7	Economic Development Manager	\$ 91,465	\$ 94,995	\$ (3,530)	-3.72%
8	Parks Superintendent	\$ 90,709	\$ 99,611	\$ (8,902)	-8.94%
9	Police Captain	\$ 89,939	\$ 94,104	\$ (4,165)	-4.43%
10	Assistant Finance Director	\$ 84,864	\$ 86,283	\$ (1,419)	-1.64%
11	Human Resources Manager	\$ 84,864	\$ 88,345	\$ (3,481)	-3.94%
12	Community Development Director	\$ 82,056	\$ 103,277	\$ (21,221)	-20.55%
13	Building Official	\$ 81,182	\$ 79,282	\$ 1,900	2.40%
14	Utilities Supervisor	\$ 72,571	\$ 72,812	\$ (241)	-0.33%
15	Civil Engineer	\$ 70,741	\$ 74,633	\$ (3,892)	-5.21%
16	IT Coordinator	\$ 70,741	\$ 71,938	\$ (1,197)	-1.66%
17	Fire Marshal	\$ 70,741	\$ 73,910	\$ (3,169)	-4.29%
18	City Clerk	\$ 68,890	\$ 68,998	\$ (108)	-0.16%
19	Police Office Supervisor	\$ 68,890	\$ 71,313	\$ (2,423)	-3.40%
20	City Planner	\$ 65,707	\$ 75,530	\$ (9,823)	-13.01%
21	Public Works Lead Worker	\$ 55,869	\$ 60,189	\$ (4,320)	-7.18%
22	Accountant I	\$ 55,640	\$ 59,902	\$ (4,262)	-7.11%
23	Building Maintenance Supervisor	\$ 55,640	\$ 63,889	\$ (8,249)	-12.91%
		Ramsey	Metro	Nominal	Percentage
	Averages	\$ 82,475	\$ 86,656	\$ (4,181)	-4.89%

Health Plan Type/Tier (Per Month)	<u>ACCORD</u> Premium	<u>AWARE</u> Premium	City Contribution to Premium	Employee Cost for <u>Accord</u> Network	Employee Cost for <u>Aware</u> Network	City Contribution to VEBA	Total City Contribution Per Contract Option A
<b>Single Plans</b>							
BCBS 100% \$30.00 co-pay	\$972.00	\$1,008.50	\$517.14	\$454.86	\$491.36	NA	\$517.14
BCBS \$1500 Ded. Plan w/VEBA	\$825.00	\$855.50	\$637.00	\$188.00	\$218.50	\$130.00	\$767.00
BCBS \$2500 Ded. Plan w/VEBA	\$760.00	\$788.50	\$637.00	\$123.00	\$151.50	\$130.00	\$767.00
BCBS \$4000 Ded. Plan w/VEBA	\$670.00	\$695.00	\$670.00	0	\$25.00	\$114.00	\$784.00
<b>Employee + Spouse Plans</b>							
BCBS 100% \$30.00 co-pay	\$2,041.50	\$2,118.50	\$831.56	\$1,209.94	\$1,286.94	NA	\$831.56
BCBS \$1500/\$3000 Ded. Plan w/VEBA	\$1,733.00	\$1,797.50	\$908.00	\$825.00	\$889.50	\$160.00	\$1,068.00
BCBS \$2500/\$5000 Ded. Plan w/VEBA	\$1,596.50	\$1,656.50	\$908.00	\$688.50	\$748.50	\$160.00	\$1,068.00
BCBS \$4000/8000 Ded. Plan w/VEBA	\$1,408.00	\$1,460.50	\$908.00	\$500.00	\$552.50	\$160.00	\$1,068.00
<b>Employee + Children Plans</b>							
BCBS 100% \$30.00 co-pay	\$1,945.00	\$2,018.00	\$831.56	\$1,113.44	\$1,186.44	NA	\$831.56
BCBS \$1500/\$3000 Ded. Plan w/VEBA	\$1,649.50	\$1,712.00	\$990.00	\$659.50	\$722.00	\$160.00	\$1,150.00
BCBS \$2500/\$5000 Ded. Plan w/VEBA	\$1,520.00	\$1,577.00	\$990.00	\$530.00	\$587.00	\$160.00	\$1,150.00
BCBS \$4000/8000 Ded. Plan w/VEBA	\$1,340.50	\$1,391.00	\$990.00	\$350.50	\$401.00	\$160.00	\$1,150.00
<b>Family Plans</b>							
BCBS 100% \$30.00 co-pay	\$2,529.00	\$2,623.50	\$831.56	\$1,697.44	\$1,791.94	NA	\$831.56
BCBS \$1500/\$3000 Ded. Plan w/VEBA	\$2,145.50	\$2,225.00	\$1,166.00	\$979.50	\$1,059.00	\$192.00	\$1,358.00
BCBS \$2500/\$5000 Ded. Plan w/VEBA	\$1,976.50	\$2,051.50	\$1,166.00	\$810.50	\$885.50	\$192.00	\$1,358.00
BCBS \$4000/8000 Ded. Plan w/VEBA	\$1,743.00	\$1,808.50	\$1,166.00	\$577.00	\$642.50	\$192.00	\$1,358.00
<b>Waivers</b>							
						(Waivers)	\$295.00

Health Plan Type/Tier (Per Month)	<u>ACCORD</u> Premium	<u>AWARE</u> Premium	City Contribution to Premium	Employee Cost for <u>Accord</u> Network	Employee Cost for <u>Aware</u> Network	City Contribution to VEBA	Total City Contribution Option B
<b>Single Plans</b>							
BCBS 100% \$30.00 co-pay	\$972.00	\$1,008.50	\$517.14	\$454.86	\$491.36	NA	\$517.14
BCBS \$1500 Ded. Plan w/VEBA	\$825.00	\$855.50	\$654.00	\$171.00	\$201.50	\$130.00	\$784.00
BCBS \$2500 Ded. Plan w/VEBA	\$760.00	\$788.50	\$654.00	\$106.00	\$134.50	\$130.00	\$784.00
BCBS \$4000 Ded. Plan w/VEBA	\$670.00	\$695.00	\$629.00	<b>\$41.00</b>	\$66.00	<b>\$155.00</b>	\$784.00
<b>Employee + Spouse Plans</b>							
BCBS 100% \$30.00 co-pay	\$2,041.50	\$2,118.50	\$831.56	\$1,209.94	\$1,286.94	NA	\$831.56
BCBS \$1500/\$3000 Ded. Plan w/VEBA	\$1,733.00	\$1,797.50	\$932.00	\$801.00	\$865.50	\$160.00	\$1,092.00
BCBS \$2500/\$5000 Ded. Plan w/VEBA	\$1,596.50	\$1,656.50	\$932.00	\$664.50	\$724.50	\$160.00	\$1,092.00
BCBS \$4000/8000 Ded. Plan w/VEBA	\$1,408.00	\$1,460.50	\$932.00	\$476.00	\$528.50	\$160.00	\$1,092.00
<b>Employee + Children Plans</b>							
BCBS 100% \$30.00 co-pay	\$1,945.00	\$2,018.00	\$831.56	\$1,113.44	\$1,186.44	NA	\$831.56
BCBS \$1500/\$3000 Ded. Plan w/VEBA	\$1,649.50	\$1,712.00	\$1,016.00	\$633.50	\$696.00	\$160.00	\$1,176.00
BCBS \$2500/\$5000 Ded. Plan w/VEBA	\$1,520.00	\$1,577.00	\$1,016.00	\$504.00	\$561.00	\$160.00	\$1,176.00
BCBS \$4000/8000 Ded. Plan w/VEBA	\$1,340.50	\$1,391.00	\$1,016.00	\$324.50	\$375.00	\$160.00	\$1,176.00
<b>Family Plans</b>							
BCBS 100% \$30.00 co-pay	\$2,529.00	\$2,623.50	\$831.56	\$1,697.44	\$1,791.94	NA	\$831.56
BCBS \$1500/\$3000 Ded. Plan w/VEBA	\$2,145.50	\$2,225.00	\$1,166.00	\$979.50	\$1,059.00	\$192.00	\$1,358.00
BCBS \$2500/\$5000 Ded. Plan w/VEBA	\$1,976.50	\$2,051.50	\$1,166.00	\$810.50	\$885.50	\$192.00	\$1,358.00
BCBS \$4000/8000 Ded. Plan w/VEBA	\$1,743.00	\$1,808.50	\$1,166.00	\$577.00	\$642.50	\$192.00	\$1,358.00
<b>Waivers</b>							
					(Waivers)		\$295.00

Health Plan Type/Tier (Per Month)	<u>ACCORD</u> Premium	<u>AWARE</u> Premium	City Contribution to Premium	Employee Cost for <u>Accord</u> Network	Employee Cost for <u>Aware</u> Network	City Contribution to VEBA	Total City Contribution Option C
<b>Single Plans</b>							
BCBS 100% \$30.00 co-pay	\$972.00	\$1,008.50	\$517.14	\$454.86	\$491.36	NA	\$517.14
BCBS \$1500 Ded. Plan w/VEBA	\$825.00	\$855.50	\$670.00	\$155.00	\$185.50	\$130.00	\$800.00
BCBS \$2500 Ded. Plan w/VEBA	\$760.00	\$788.50	\$670.00	\$90.00	\$118.50	\$130.00	\$800.00
BCBS \$4000 Ded. Plan w/VEBA	\$670.00	\$695.00	\$670.00	0	\$25.00	\$130.00	\$800.00
<b>Employee + Spouse Plans</b>							
BCBS 100% \$30.00 co-pay	\$2,041.50	\$2,118.50	\$831.56	\$1,209.94	\$1,286.94	NA	\$831.56
BCBS \$1500/\$3000 Ded. Plan w/VEBA	\$1,733.00	\$1,797.50	\$932.00	\$801.00	\$865.50	\$160.00	\$1,092.00
BCBS \$2500/\$5000 Ded. Plan w/VEBA	\$1,596.50	\$1,656.50	\$932.00	\$664.50	\$724.50	\$160.00	\$1,092.00
BCBS \$4000/8000 Ded. Plan w/VEBA	\$1,408.00	\$1,460.50	\$932.00	\$476.00	\$528.50	\$160.00	\$1,092.00
<b>Employee + Children Plans</b>							
BCBS 100% \$30.00 co-pay	\$1,945.00	\$2,018.00	\$831.56	\$1,113.44	\$1,186.44	NA	\$831.56
BCBS \$1500/\$3000 Ded. Plan w/VEBA	\$1,649.50	\$1,712.00	\$1,016.00	\$633.50	\$696.00	\$160.00	\$1,176.00
BCBS \$2500/\$5000 Ded. Plan w/VEBA	\$1,520.00	\$1,577.00	\$1,016.00	\$504.00	\$561.00	\$160.00	\$1,176.00
BCBS \$4000/8000 Ded. Plan w/VEBA	\$1,340.50	\$1,391.00	\$1,016.00	\$324.50	\$375.00	\$160.00	\$1,176.00
<b>Family Plans</b>							
BCBS 100% \$30.00 co-pay	\$2,529.00	\$2,623.50	\$831.56	\$1,697.44	\$1,791.94	NA	\$831.56
BCBS \$1500/\$3000 Ded. Plan w/VEBA	\$2,145.50	\$2,225.00	\$1,166.00	\$979.50	\$1,059.00	\$192.00	\$1,358.00
BCBS \$2500/\$5000 Ded. Plan w/VEBA	\$1,976.50	\$2,051.50	\$1,166.00	\$810.50	\$885.50	\$192.00	\$1,358.00
BCBS \$4000/8000 Ded. Plan w/VEBA	\$1,743.00	\$1,808.50	\$1,166.00	\$577.00	\$642.50	\$192.00	\$1,358.00
<b>Waivers</b>							
						(Waivers)	\$295.00

Health Plan Type/Tier (Per Month)	<u>ACCORD</u> Premium	<u>AWARE</u> Premium	City Contribution to Premium	Employee Cost for <u>Accord</u> Network	Employee Cost for <u>Aware</u> Network	City Contribution to VEBA	Total City Contribution Option D
<b>Single Plans</b>							
BCBS 100% \$30.00 co-pay	\$972.00	\$1,008.50	\$517.14	\$454.86	\$491.36	NA	\$517.14
BCBS \$1500 Ded. Plan w/VEBA	\$825.00	\$855.50	\$695.00	\$130.00	\$160.50	\$130.00	\$825.00
BCBS \$2500 Ded. Plan w/VEBA	\$760.00	\$788.50	\$695.00	\$65.00	\$93.50	\$130.00	\$825.00
BCBS \$4000 Ded. Plan w/VEBA	\$670.00	\$695.00	\$670.00	0	\$25.00	<b>\$155.00</b>	\$825.00
<b>Employee + Spouse Plans</b>							
BCBS 100% \$30.00 co-pay	\$2,041.50	\$2,118.50	\$831.56	\$1,209.94	\$1,286.94	NA	\$831.56
BCBS \$1500/\$3000 Ded. Plan w/VEBA	\$1,733.00	\$1,797.50	\$932.00	\$801.00	\$865.50	\$160.00	\$1,092.00
BCBS \$2500/\$5000 Ded. Plan w/VEBA	\$1,596.50	\$1,656.50	\$932.00	\$664.50	\$724.50	\$160.00	\$1,092.00
BCBS \$4000/8000 Ded. Plan w/VEBA	\$1,408.00	\$1,460.50	\$932.00	\$476.00	\$528.50	\$160.00	\$1,092.00
<b>Employee + Children Plans</b>							
BCBS 100% \$30.00 co-pay	\$1,945.00	\$2,018.00	\$831.56	\$1,113.44	\$1,186.44	NA	\$831.56
BCBS \$1500/\$3000 Ded. Plan w/VEBA	\$1,649.50	\$1,712.00	\$1,016.00	\$633.50	\$696.00	\$160.00	\$1,176.00
BCBS \$2500/\$5000 Ded. Plan w/VEBA	\$1,520.00	\$1,577.00	\$1,016.00	\$504.00	\$561.00	\$160.00	\$1,176.00
BCBS \$4000/8000 Ded. Plan w/VEBA	\$1,340.50	\$1,391.00	\$1,016.00	\$324.50	\$375.00	\$160.00	\$1,176.00
<b>Family Plans</b>							
BCBS 100% \$30.00 co-pay	\$2,529.00	\$2,623.50	\$831.56	\$1,697.44	\$1,791.94	NA	\$831.56
BCBS \$1500/\$3000 Ded. Plan w/VEBA	\$2,145.50	\$2,225.00	\$1,166.00	\$979.50	\$1,059.00	\$192.00	\$1,358.00
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BCBS \$4000/8000 Ded. Plan w/VEBA	\$1,743.00	\$1,808.50	\$1,166.00	\$577.00	\$642.50	\$192.00	\$1,358.00
<b>Waivers</b>							
						(Waivers)	\$295.00