

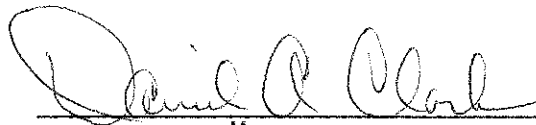
A RESOLUTION AUTHORIZING THE MAYOR  
AND RECORDER TO ENTER INTO AN AGREEMENT  
WITH THE LOCAL GOVERNMENT PERSONNEL  
INSTITUTE FOR COMPENSATION STUDY )  
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RESOLUTION NO. 30  
for 1979

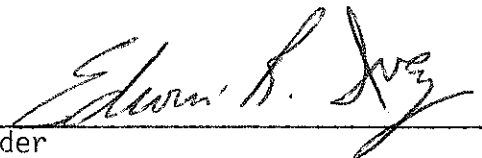
BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF LEBANON AS FOLLOWS:

Section 1: That the Mayor and Recorder of the City of Lebanon are hereby authorized and directed to enter into an agreement with the Local Government Personnel Institute to conduct a compensation study of the City of Lebanon.

Passed by the Council by a vote of 4 for and 0 against and approved by the Mayor this 11<sup>th</sup> day of July, 1979.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
Recorder

AGREEMENT FOR SERVICES

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, between the Local Government Personnel Institute, a joint venture of the Association of Oregon Counties, League of Oregon Cities, and Oregon School Boards Association, P O Box 908, Salem, Oregon 97308, and the City of Lebanon.

The parties agree as follows:

ARTICLE I. SCOPE OF WORK.

- A. This Agreement is exclusively for personal services. LGPI will perform the services and deliver to the City of Lebanon the material described in the Work Program Outline for Compensation Studies attached as Appendix A. The services will cover all positions within the City of Lebanon. All services and materials shall be provided in a competent, timely and professional manner and in accordance with the scope of work.
- B. The services will be performed by or under the personal supervision of Kirk Berger.

ARTICLE II. CONTRACT SUM AND TERMS OF PAYMENT

- A. The City of Lebanon will pay LGPI for the compensation study a fee not to exceed \$1900 for professional and secretarial services, as itemized in Appendix B, and will pay LGPI reimburseable expenses pursuant to the schedule in Appendix B.
- B. LGPI may invoice the City of Lebanon monthly for services performed and reimburseable expenses to the date of the invoice less any payments made by the City of Lebanon. The City of Lebanon shall pay LGPI the amount of all invoices within thirty (30) days after receipt of same.
- C. LGPI shall notify the City of Lebanon in writing when all services are completed and all terms of the Agreement are satisfied by LGPI, and present a final billing. If the City of Lebanon agrees, it shall so notify LGPI in writing within five (5) working days that the services are accepted. If the City of Lebanon disagrees, it shall notify LGPI in writing within five (5) working days and advise of alleged deficiencies. Thereupon, LGPI shall take corrective measures, upon the conclusion of which the City of Lebanon shall then issue its acceptance of the services.
- D. Upon receipt of the City of Lebanon acceptance of services, LGPI may submit its final invoice for any amounts which may be due and payable.

FOR CITY OF LEBANON

FOR LOCAL GOVERNMENT PERSONNEL INSTITUTE

Edwin R. Ing  
 Signature  
CITY ADMINISTRATOR  
 Title  
Aug 1, 1979  
 Date

R. Kirk Berger  
 Signature  
Acting Director  
 Title  
July 25, 1979  
 Date

APPENDIX A  
WORK PROGRAM OUTLINE FOR  
COMPENSATION STUDY

COMPENSATION STUDY

1. Confer with administrative officials and other appropriate staff regarding existing salary practices. Identify salary administration approaches which are compatible with organization interests.
2. Identify comparable employers and benchmark positions for salary survey purposes. Construct salary survey instrument.
3. Conduct salary survey using telephone or personal visitation data collection approach.
4. Develop appropriate salary administration concepts and administrative procedures.
5. Develop salary recommendations based on salary survey data and internal position relationships. Apply recommendations to existing salary plan or to salary plan developed for the organization.
6. Calculate potential impact of recommendations on incumbent employees and organization budget.

COMPONENTS OF FINAL REPORT

LGPI shall prepare a compensation study report which includes:

1. Alignment of classifications on the basis of the internal job relationships among classifications.
2. Salary recommendations for each job classification.
3. Tabular data showing the salary information gathered from a survey of comparable employers.
4. Tabular data showing potential impact on incumbent employees and the organization's budget of implementing the salary recommendations.
5. Salary plan concept and specific administrative procedures or procedures for maintaining existing salary plan.

LGPI will present and explain the recommended job classifications and pay plan to appropriate agency officials.

APPENDIX B  
 PROPOSAL  
 COMPENSATION STUDY  
 FOR  
 CITY OF LEBANON  
 Based on 45 job classifications

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COMPENSATION ANALYSIS AND RECOMMENDATIONS

Analyzing internal relationship of job classifications	20 hours
Developing salary survey questionnaire	3 hours
Collecting salary survey data	15 hours
Tabulating, analyzing and summarizing salary data and development of salary range recommendations	16 hours
Development of pay plan, rules and narrative	8 hours
Computation of total cost budgetary impact and alternative implementation procedures	6 hours
Introduction of recommendations	3 hours
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Sub-total, professional services	71 hours
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5 percent contingency	3½ hours
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Total professional services	74½ hours @ \$25/hour = \$1,862.50
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Secretarial services	10 hours @ \$8.75/hour = 87.50
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Related Expenses

Mileage	\$ .17/mile
Travel time	\$12.50/hour
Meals	\$13.00/day
Xeroxing	\$ .07/page
Lodging	At Cost