

**PORT OF NEWPORT  
RESOLUTION NO. 2019-06**

**A RESOLUTION ADOPTING A COMPENSATION PLAN FOR PORT EMPLOYEES**

**WHEREAS**, the Port of Newport (Port) By-laws for the Port of Newport Board of Commissioners (Commission) created by Ordinance No. 100, adopted May 22, 2014, Section 6(E) states that the Commission shall determine employee compensation and reimbursement amounts; and

**WHEREAS**, Resolution No. 2016-12 adopted a Personnel Manual for the Port of Newport; and

**WHEREAS**, Section 4.1 of the Personnel Manual for the Port of Newport states that the General Manager shall annually recommend a compensation plan for adoption by resolution by the Board of Commissioners; and

**WHEREAS**, the Plan shall include rates of pay, entrance salaries, step increases and other employee benefits; and,

**WHEREAS**, elements of this plan were reviewed by the Port Commission at their 1<sup>st</sup> Budget Priorities Work Session on April 9, 2019, and again by the Budget Committee at their May 14, 2019, meeting; and,

**WHEREAS**, the Budget Committee approved the FY 2019-2020 budget as presented; NOW THEREFORE,

**THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:**

**Section 1. Purpose.** The purpose of this resolution is to establish a Compensation Plan for employees in the career service of the Port beginning July 1, 2019, and shall appear as an appendix in the Personnel Manual of the Port of Newport along with other supporting documentation.

**Section 2. Cost of Living Adjustment (COLA).** The Port shall use a COLA of 2.0% for Fiscal Year 2019-2020 which shall take effect on January 1, 2020. The state's standard minimum wage is scheduled to increase to \$11.25 per hour on July 1, 2019.

**Section 3. Rates of Pay.** Each employee shall be paid an hourly rate of pay within the hourly salary range for the class in which he/she is employed. Hourly rates of pay include twelve steps for eligible employees pursuant to the Personnel Manual. The percent increase between steps shall be two percent (2.0%). Temporary or part-time employment rates shall start at Oregon's standard state minimum wage unless approved at a higher rate by the General Manager.

Port of Newport													Port of Newport	
Wage Steps														
Effective 1/1/2019														
Cost of Living Adjustment	2.0%													
Step Increment (%)	2.0%													
	1	2	3	4	5	6	7	8	9	10	11	12	Annual Range	
<b>Administration</b>														
General Manager	\$55.66	\$56.77	\$57.91	\$59.07	\$60.25	\$61.45	\$62.68	\$63.94	\$65.22	\$66.52	\$67.85	\$69.21	\$115,775.71	\$143,952.55
Administrative Supervisor	\$17.85	\$18.00	\$18.38	\$18.73	\$19.10	\$19.48	\$19.87	\$20.27	\$20.68	\$21.09	\$21.51	\$21.94	\$36,703.66	\$45,636.41
<b>Finance</b>														
Director of Finance	\$37.75	\$38.51	\$39.28	\$40.08	\$40.88	\$41.68	\$42.51	\$43.36	\$44.23	\$45.11	\$46.02	\$46.94	\$78,520.42	\$97,630.27
Accounting Supervisor	\$24.65	\$25.15	\$25.65	\$26.18	\$26.69	\$27.22	\$27.76	\$28.32	\$28.89	\$29.46	\$30.05	\$30.65	\$51,279.07	\$63,759.08
Accounting Specialist I	\$17.84	\$17.99	\$18.35	\$18.72	\$19.09	\$19.47	\$19.86	\$20.26	\$20.66	\$21.08	\$21.50	\$21.93	\$36,683.95	\$45,611.88
Accounting Specialist II	\$13.91	\$14.16	\$14.47	\$14.76	\$15.05	\$15.35	\$15.66	\$15.97	\$16.29	\$16.62	\$16.95	\$17.29	\$28,925.04	\$35,964.86
Accounting Specialist III	\$11.25	\$11.49	\$11.70	\$11.94	\$12.18	\$12.42	\$12.67	\$12.92	\$13.18	\$13.44	\$13.71	\$13.99	\$23,400.00	\$29,094.96
<b>Operations</b>														
Director of Operations	\$37.32	\$38.07	\$38.83	\$39.61	\$40.40	\$41.21	\$42.03	\$42.87	\$43.73	\$44.60	\$45.50	\$46.40	\$77,629.34	\$96,522.33
Project Engineer	\$26.84	\$27.18	\$27.72	\$28.27	\$28.84	\$29.42	\$30.00	\$30.60	\$31.22	\$31.84	\$32.48	\$33.13	\$55,416.19	\$68,903.07
MOC-P Manager	\$23.32	\$23.78	\$24.28	\$24.74	\$25.24	\$25.74	\$26.28	\$26.78	\$27.32	\$27.87	\$28.42	\$28.99	\$48,499.78	\$60,303.38
Commercial Harbormaster	\$23.04	\$23.50	\$23.97	\$24.45	\$24.94	\$25.44	\$25.95	\$26.47	\$27.00	\$27.54	\$28.09	\$28.65	\$47,926.94	\$59,591.13
Recreational Harbormaster	\$21.29	\$21.71	\$22.15	\$22.59	\$23.04	\$23.50	\$23.97	\$24.45	\$24.94	\$25.44	\$25.95	\$26.47	\$44,277.79	\$55,053.87
NIT Supervisor	\$22.48	\$22.93	\$23.39	\$23.86	\$24.33	\$24.82	\$25.32	\$25.82	\$26.34	\$26.87	\$27.40	\$27.95	\$46,760.06	\$58,140.26
RV Park Supervisor	\$16.52	\$16.83	\$17.15	\$17.47	\$17.80	\$18.14	\$18.49	\$18.83	\$19.19	\$19.55	\$19.92	\$20.30	\$32,290.75	\$40,149.49
Maintenance I	\$19.15	\$19.53	\$19.92	\$20.32	\$20.72	\$21.14	\$21.56	\$21.99	\$22.43	\$22.88	\$23.34	\$23.81	\$39,823.41	\$49,515.41
Maintenance II	\$15.10	\$15.40	\$15.71	\$16.02	\$16.34	\$16.67	\$17.00	\$17.34	\$17.69	\$18.04	\$18.40	\$18.77	\$31,400.49	\$39,042.56
Maintenance III	\$11.90	\$12.14	\$12.38	\$12.63	\$12.88	\$13.14	\$13.41	\$13.67	\$13.95	\$14.23	\$14.51	\$14.80	\$24,759.07	\$30,784.79

Port of Newport													Port of Newport	
Wage Steps														
Effective 1/1/2020														
Cost of Living Adjustment	2.0%													
Step Increment (%)	2.0%													
	1	2	3	4	5	6	7	8	9	10	11	12	Annual Range	
<b>Administration</b>														
General Manager	\$56.77	\$57.91	\$59.07	\$60.25	\$61.45	\$62.68	\$63.94	\$65.21	\$66.52	\$67.85	\$69.21	\$70.59	\$118,088.26	\$146,827.90
Administrative Supervisor	\$18.00	\$18.36	\$18.73	\$19.10	\$19.49	\$19.88	\$20.27	\$20.68	\$21.09	\$21.52	\$21.95	\$22.36	\$37,446.24	\$46,559.69
<b>Finance</b>														
Director of Finance	\$38.51	\$39.28	\$40.06	\$40.86	\$41.68	\$42.51	\$43.38	\$44.23	\$45.11	\$46.02	\$46.94	\$47.88	\$80,090.40	\$99,582.35
Accounting Supervisor	\$25.14	\$25.65	\$26.18	\$26.68	\$27.22	\$27.76	\$28.32	\$28.88	\$29.46	\$30.05	\$30.65	\$31.26	\$52,297.44	\$65,025.29
Accounting Specialist I	\$17.99	\$18.35	\$18.72	\$19.09	\$19.48	\$19.87	\$20.26	\$20.67	\$21.08	\$21.50	\$21.93	\$22.37	\$37,425.02	\$46,533.31
Accounting Specialist II	\$14.19	\$14.47	\$14.76	\$15.06	\$15.36	\$15.66	\$15.98	\$16.30	\$16.62	\$16.96	\$17.30	\$17.64	\$29,511.46	\$36,693.79
Accounting Specialist III	\$11.19	\$11.41	\$11.64	\$11.87	\$12.11	\$12.35	\$12.60	\$12.85	\$13.11	\$13.37	\$13.64	\$13.91	\$23,273.95	\$28,938.23
<b>Operations</b>														
Director of Operations	\$38.07	\$38.83	\$39.60	\$40.40	\$41.20	\$42.03	\$42.87	\$43.73	\$44.60	\$45.49	\$46.40	\$47.33	\$79,178.11	\$98,448.03
Project Engineer	\$27.17	\$27.72	\$28.27	\$28.84	\$29.41	\$30.00	\$30.60	\$31.21	\$31.84	\$32.47	\$33.12	\$33.79	\$56,519.42	\$70,274.80
MOC-P Manager	\$23.79	\$24.26	\$24.75	\$25.24	\$25.75	\$26.26	\$26.79	\$27.32	\$27.87	\$28.43	\$29.00	\$29.58	\$49,475.71	\$61,516.83
Commercial Harbormaster	\$23.50	\$23.97	\$24.45	\$24.94	\$25.44	\$25.95	\$26.47	\$27.00	\$27.53	\$28.09	\$28.65	\$29.22	\$48,881.66	\$60,778.21
Recreational Harbormaster	\$21.72	\$22.15	\$22.59	\$23.04	\$23.51	\$23.98	\$24.46	\$24.94	\$25.44	\$25.95	\$26.47	\$27.00	\$45,168.86	\$56,161.81
NIT Supervisor	\$22.93	\$23.39	\$23.86	\$24.33	\$24.82	\$25.32	\$25.82	\$26.34	\$26.87	\$27.40	\$27.95	\$28.51	\$47,693.57	\$59,300.66
RV Park Supervisor	\$16.83	\$16.15	\$16.47	\$16.80	\$17.14	\$17.48	\$17.83	\$18.18	\$18.55	\$18.92	\$19.30	\$19.68	\$32,927.23	\$40,940.87
Maintenance I	\$19.53	\$19.92	\$20.32	\$20.73	\$21.14	\$21.57	\$22.00	\$22.44	\$22.89	\$23.34	\$23.81	\$24.29	\$40,828.84	\$50,516.61
Maintenance II	\$16.40	\$16.71	\$17.02	\$17.34	\$17.67	\$18.01	\$18.35	\$18.69	\$19.05	\$19.41	\$19.77	\$20.15	\$32,038.16	\$39,832.94
Maintenance III	\$12.14	\$12.38	\$12.63	\$12.88	\$13.14	\$13.40	\$13.67	\$13.94	\$14.22	\$14.51	\$14.80	\$15.09	\$25,247.04	\$31,391.52



**Recommended Personnel Services  
Fiscal Year 2019-2020**

	General Operating Fund						NOAA Fund			Combined GOF + NOAA % +/-			
	Admin	South Beach		Commercial Marina	International Terminal	Maintenance Department	2018-2019 Final Budget	2019-2020 Proposed	GOF % +/-		2018-2019 Final Budget	2019-2020 Proposed	NOAA % +/-
<b>Salaries and Wages</b>													
<i>Port Administration</i>													
General Manager	\$ 130,563												
Administrative Supervisor	39,738												
Director of Finance & Business Services	88,428												
Accounting Supervisor	55,501												
Accounting Specialist I	38,931												
Accounting Specialist II	35,961												
Accounting Specialist II	35,961												
Director of Operations	89,171												
Overtime	5,000												
	519,255						\$ 462,460	\$ 519,255	12.3%				
<i>South Beach RV Park</i>													
RV Park Supervisor	\$ 41,753												
Accounting Specialist II	35,261												
Accounting Specialist III	27,263												
Overtime	5,000												
	109,277						104,394	109,277	4.7%				
<i>South Beach Marina</i>													
Recreational Harbormaster			\$ 57,283										
Maintenance II			35,367										
Maintenance II			34,667										
Maintenance II			34,667										
Maintenance II			32,673										
Overtime			3,000										
			197,657				187,085	197,657	5.7%				
<i>Commercial Marina</i>													
Commercial Harbormaster			\$ 57,283										
Maintenance II			38,274										
Maintenance II			34,667										
Maintenance II			33,330										
Maintenance II			33,330										
Maintenance II			33,330										
Overtime			6,000										
			236,215				192,877	236,215	22.5%				
<b>Salaries and Wages (continued)</b>													
<i>International Terminal</i>													
NIT Supervisor				\$ 53,719									
Overtime				8,000									
				61,719			54,619	61,719	13.0%				
<i>Maintenance Department</i>													
Maintenance Supervisor					\$ 41,435								
Maintenance II					34,667								
Overtime					1,000								
					77,102		106,168	77,102	-27.4%				
<b>NOAA</b>													
MOC-P Manager										\$ 55,713	\$ 57,962	4.0%	
<i>Salary and Wage Adjustments per Market Study</i>													
Phase I								50,000	n/a				
<b>Total Salaries and Wages</b>	519,255	109,277	197,657	236,215	61,719	77,102	1,107,603	1,251,224	13.0%	55,713	57,962	4.0%	12.5%
Personnel Count (FTE)	8.0	3.0	5.0	6.0	1.0	2.0	22.0	25.0		1.0	1.0		26.0
<b>Payroll Taxes and Benefits</b>													
Total Payroll Tax Expense	46,282	10,597	18,865	22,611	5,558	7,474	103,109	111,387	8.0%	5,048	5,271	4.4%	7.9%
Retirement - PERS	31,882	6,710	19,409	19,000	3,790	4,734	62,461	85,525	36.9%	2,568	3,559	38.6%	37.0%
Health Insurance	71,616	26,856	44,760	53,712	8,952	17,904	202,272	223,800	10.6%	8,256	8,952	8.4%	10.6%
Health Insurance Reimbursement Arrangement	2,080	780	1,300	1,560	260	520	6,550	6,500	-0.8%	262	800	205.3%	7.2%
Employee Assistance Program	1,120	420	700	840	140	280	3,250	3,500	7.7%	120	140	16.7%	8.0%
Workers' Compensation Insurance	1,201	214	12,314	14,716	3,845	4,803	38,121	37,093	-2.7%	3,743	3,611	-3.5%	-2.8%
Employee Incentives and Other	1,760	660	1,100	1,320	220	440	5,635	5,500	-2.4%	196	200	2.0%	-2.2%
Market Study Adj - Payroll Tax Expense								4,825					
Market Study Adj - PERS								3,070					
Market Study Adj - Workers' Comp Insurance								3,115					
Tax and Benefit Adjustments per Market Study								11,010	n/a				n/a
Total Payroll Taxes and Benefits	155,941	46,237	98,448	113,759	22,765	36,155	421,398	484,316	14.9%	20,193	22,533	11.6%	14.8%
<b>Total Personnel Services</b>	\$ 675,196	\$ 155,513	\$ 296,105	\$ 349,974	\$ 84,484	\$ 113,257	\$ 1,529,001	\$ 1,735,539	13.5%	\$ 75,906	\$ 80,495	6.0%	13.2%

**Section 4. Health Care Insurance.** The Port shall cover the monthly premium for employees' health care insurance though coverage will be available for employees' spouse and dependents if fully paid by the employee unless otherwise stated within an employment contract. Coverage is provided through Regence Blue Shield Insurance as negotiated by Special Districts Association of Oregon (SDAO). The medical plan includes a \$5,000 annual deductible, \$10,000 for family coverage.

MONTHLY

- A. Medical. "Red" Plan. PPO L..... \$678.25 / \$1,933.01
- B. Dental. Incentive Plan ..... \$55.50 / \$147.65

**Section 5. Retirement Plan.** The Port shall provide employees with a retirement plan funded through the State of Oregon Public Employees Retirement System (PERS). Each employee shall be responsible for their member-paid pre-tax contribution to the plan (6% of gross wages). The Port shall be responsible for employer contributions at the rates set by PERS.

MONTHLY

- A. Tier I ..... 13.99%
- B. Tier II ..... 13.99%
- C. OPSRP (Tier III) ..... 6.14%

**Section 6. Health Reimbursement Arrangement (HRA).** The Port agrees to reimburse employees for eligible expenses (i.e. out-of-pocket expenses) above the \$1,500 deductible with an annual maximum reimbursement of \$3,500. The unused reimbursement may not be liquidated by the employee nor may it be carried over to the following fiscal year.

**Section 7. Deferred Compensation.** The Port shall provide a deferred compensation plan for its employees through the Oregon Growth Savings retirement account. This plan is entirely funded through employee contributions.

**Section 8. Section 125 Pre-tax Medical Plan (FSA).** The Port shall provide employees with access to a Flexible Spending Account or other Section 125 plan for health care coverage paid for by the benefitting employee.

**Section 9. Bonus Consideration.** The General Manager shall have the authority to issue on behalf of the Port a holiday bonus to employees in an amount not to exceed \$100 per employee based upon financial and other considerations. The Commission grants the General Manager an equal bonus as may be issued to other career service employees.

**Section 10. Delegation of Responsibility.** The General Manager shall have the authority to adjust these rates or benefits on a temporary basis due to changes in any of the contractual agreements related to the aforementioned benefits. Any adjustments to these rates or benefits will be reported to the Commission at its next regular meeting.

**Section 11. Annual Review.** The Commission shall annually review and adopt a new Compensation Plan prior to the subsequent budget's adoption. A one-page summary of the financial implications of this plan shall be included as a part of the proposed budget.

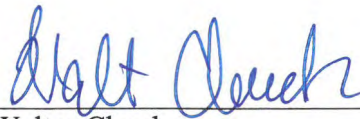
**Section 12. Repealer.** All previous Compensation Plans are hereby repealed.

**APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS** this  
28<sup>th</sup> day of May, 2019.

ATTEST:



Stewart Lamerdin  
President



Walter Chuck  
Secretary/Treasurer