CITY OF OAKLAND AGENDA REPORT



2009 JUN -3 PM 10: 36

TO:

Office of the City Administrator

ATTN:

Dan Lindheim

FROM:

Office of Personnel Resource Management

DATE:

June 16, 2009

RE:

Notice of Intent and Resolution Authorizing Two Years of Additional Service Credit to Specific Local Miscellaneous Employees Classifications Under California Government Code Section 20903; And Public Notice of Costs

Associated with the Program as Proposed

SUMMARY

On May 5, 2009, Council approved a prescribed Resolution of Intention and companion Ordinance authorizing the City to amend its contract with the California Public Employees' Retirement System (CalPERS), thereby creating the opportunity for the City to provide the optional benefit of two years additional service credit (the "Retirement Incentive Program") for local miscellaneous members and local safety members. California Government Code Section 20903 allows contracted agencies to provide two additional years of service credit to members who retire during a designated window period because of impending mandatory transfers, layoffs or demotions.

A second reading of the Ordinance amending the City's contract with CalPERS took place at the June 2, 2009 regular Council meeting and the contract was amended effective June 3, 2009.

Throughout its discussions, Council has only considered offering the Retirement Incentive Program to the City's miscellaneous employee groups and at this time is not considering offering it to employees in its Public Safety groups.

This report presents three options of employee classifications to which the Retirement Incentive Program can be offered. **Option A** includes <u>all classifications</u> in which there are currently retirement-eligible employees; **Option B** includes only those classifications for which departments have identified the opportunity for greater than <u>30% savings</u> if employees in those classifications retire through the program; and **Option C** includes only those classifications for which every position vacated by a retirement can be kept vacant, thereby yielding <u>100% savings</u>. *Attachment A* provides a detailed cost analysis of each of these options. *Attachments B, C, and D* provide detailed lists of the classifications for Options A, B, and C, respectively.

Prior to opening the retirement window period, Government Code Sections 7507 and 20903 require several actions, described in the Key Issues and Impacts section of this report.

FISCAL IMPACT

The estimated costs and savings disclosed at this public meeting are displayed in two ways: 1) the maximum present value to fund this benefit if all eligible employees were to apply for

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retirement during the designated period and associated savings; and 2) the estimated costs and savings based on employees likely to participate (estimated at twenty percent of the eligible population). The actual costs and savings of offering the Retirement Incentive Program can only be calculated accurately after the close of the window period during which the benefit is offered. **Attachment A** provides a detailed cost analysis of each of the three options under consideration.

The cost for each eligible employee varies depending on the individual's age and pay rate. The actual cost is calculated by multiplying the annual salary for each eligible employee by the cost factors noted below:

Age Range	CalPERS Estimated Cost Factor (Local Miscellaneous)
50-54	0.65
55-59	0.72
60-64	0.66
65+	0.59

BACKGROUND

The Board of Administration, California Public Employees' Retirement System (CalPERS) and the City of Oakland entered into a contract effective September 1, 1970 making its employees members of CalPERS for retirement benefits and services.

Certain optional benefits may be added to the City's contract with CalPERS by amendment to the contract. California Government Code Section 20903, Two Years Additional Service Credit, is an optional benefit an agency may provide through a contract amendment. This benefit allows members to retire during a designated window period because of impending mandatory transfer, layoff, or demotions and receive two additional years of service credit at no cost to the member and if certain conditions are met.

This report presents three options of employee classifications to which the Retirement Incentive Program can be offered. **Option A** includes all classifications in which there are currently retirement-eligible employees; **Option B** includes only those classifications for which departments have identified the opportunity for greater than 30% savings if employees in those classifications retire through the program; and **Option C** includes only those classifications for which every position vacated by a retirement can be kept vacant, thereby yielding 100% of the possible savings.

KEY ISSUES AND IMPACTS

After the contract is amended and prior to opening the retirement window period, Government Code Sections 7507 and 20903 require several actions be taken.

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- 1. Government Code Section 7507 requires that the future costs of changes in retirement benefits, as determined by an actuary, shall be made public at a public meeting at least two weeks prior to the adoption of the Resolution authorizing the window period.
- 2. Government Code Section 20903 requires the City to certify:
 - a. The job classification(s), department(s), or unit(s) eligible for the benefit. Three options are presented for the City Council:
 - **Option A** <u>all classifications</u> in which there are currently retirement-eligible employees (835 eligible participants);
 - **Option B** only those classifications for which departments have identified the opportunity for greater than 30% savings if employees in those classifications retire (489 eligible participants);
 - **Option C** only those classifications for which <u>every position</u> vacated by a retirement can be kept vacant (70 eligible participants);
 - b. The designated time period during which an eligible member must retire to receive the additional service credit (90 to 180 days);
 - c. That the best interests of the City will be served by granting such additional service credit because of an impending curtailment of, or change in the manner of performing service; and
 - d. That the added cost to the retirement fund for all eligible employees who retire during the designated window period will be included in the City's employer contribution rate for the fiscal year that begins two years after the end of the designated window period; and
 - e. That the City has elected to participate in accordance with Section 20903 because of impending mandatory transfers, demotions and layoffs that constitute at least one percent (1%) of the designated job classification, department or an organizational unit as designated by the Council;
 - f. The City's intention is to keep all vacancies created by retirements under this section, or at least one vacancy in any classification or job title in any department or other organizational unit, permanently unfilled thereby resulting in an overall reduction in the workforce of such department or organizational unit; and
 - g. That any employee who receives any unemployment insurance payments during the specified period will not be eligible to receive additional service credit.

On June 30, 2009, the Director of Personnel will bring to the City Council, a recommendation to adopt a resolution that would provide additional service credit for eligible employees in specific departments and/or classifications who retire during a designated window period as listed in the attachment corresponding to the option selected by the Council.

The Director of Human Resources has already begun planning the steps that will be taken to assist departments with replacement planning and job restructuring where needed. Details will be provided in a follow-up report to the Finance Committee on July 14, 2009.

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Implementation Timeline

The remaining steps in the timeline to implement the Retirement Incentive Program are follows:

June 16	Present at a public meeting positions eligible for two years additional service credit and associated costs
June 30	Adopt CalPERS Resolution of Intention to open window period
July 1	Open window for no less than 90 days and no more

July 1 than 180 days

SUSTAINABLE OPPORTUNITIES

There are no direct economic, environmental, or social equity opportunities resulting from this action.

DISABILITY AND SENIOR CITIZEN ACCESS

The proposed action does not impact disability and senior citizen access.

RECOMMENDATION(S) AND RATIONALE

Staff recommends that the City Council adopt a Resolution to designate the specific classifications to be offered two years additional service credit under California Government Code Section 20903 and associated costs.

ACTION REQUESTED OF THE CITY COUNCIL

The City Council must select one of the three options presented for consideration and adopt the Resolution authorizing the CalPERS Two Years Additional Service Credit to those eligible employees in the selected classifications.

Respectfully submitted,

Wendell Pryor, Director
Office of Personnel Resource Management

Prepared by: Yvonne S. Hudson, HR Manager Retirement and Benefits

APPROVED AND FORWARDED TO THE CITY COUNCIL:

Office of the City Administrator

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City Council June 16, 2009

RETIREMENT INCENTIVE PROGRAM OPTIONS COSTS AND SAVINGS

10					3-YEAR
Š		FY09/10	FY10/11	FY11/12	SAVINGS
TISC	OPTION A (835 EI	gible/168 Participants)			
JF P(Budgetary Savings	4,114,241	5,485,655	5,485,655	
9	Annual Cost	0	0_	(605,865)	
N.	Yearly Savings	4,114,241	5,485,655	4,879,790	14,479,686
KEFIL	_			,	
STRUCTURED REFILLING OF POSITIONS	OPTION B (489 EII	gible/98 Participants)			
ַ	Budgetary Savings	3,511,737	4,682,316	4,682,316	
Ĕ	Annual Cost	0	<u> </u>	(358,702)	
S	Yearly Savings	3,511,737	4,682,316	4,323,615	12,517,668
				. 5	
ALL POSITIONS KEPT VACANT	OPTION C (70 Elig	ible/14 Participants)			-
SIT	Budgetary Savings	1,125,446	1,500,595	1,500,595	
g ,	Annual Cost	0	0	(47,155)	
ALI	Yearly Savings	1,125,446	1,500,595	1,453,440	4,079,481

CALCULATIONS			
	Option A	Option B	Option C
# Employees	835	489	70
Salaries	60,869,475	36,253,498	4,765,912
Benefits Burdening	34,957,339	20,820,384	2,736,993
Total Sav	95,827,649	57,074,371	7,502,975
Est Tot Cost	39,869,506	23,746,041	3,121,672
Annual Pay	3,011,292	1,793,508	235,776
New Rate	0.0167	0.0099	0.0013
Likely			
Participants (20%)	168	98	14
Salaries	12,246,793	7,250,700	953,182
Burdened	7,033,333	4,164,077	547,413
Total Sav	19,280,126	11,414,776	1,500,595
STRUCTURED REFILLING			
30 VACANT	3,442,880	3,442,880	Not Applicable
40 UNDERFILL	918,101	918,101	
BALANCE FILL	1,124,674	321,335	
TOTAL SAVINGS	5,485,655	4,682,316	
Est Total Cost	8,021,649	4,749,208	624,334
Annual Payment	605,865	358,702	47,155
New Rate	0.0034	0.0020	0.0003

RETIREMENT INCENTIVE PROGRAM OPTION A

CLASSIFICATIONS

Account Clerk III

Accountant I

Accountant I

Accountant II

Accountant III

Accounting Supervisor

Accounting Technician

Admin Assistant to the Mayor

Administrative Analyst I

Administrative Analyst II

Administrative Assistant I

Administrative Assistant II

Administrative Assistant II (CONF)

Administrative Services Manager I

Administrative Services Manager II

Arboricultural Inspector

Architectural Associate (Field)

Assist Director, Pub Works Agency

Assist to the City Administrator

Assistant Fire Marshal-Non Sworn

Auto Equipment Mechanic

Auto Equipment Painter

Benefits Analyst

Benefits Representative

Blacksmith Welder

Budget & Operations Analyst III

Cable TV Operations Chief Engineer

Cable TV Producer

Cable TV Station Manager

Carpenter

Case Manager II

Case Manager, Supervising

Cashier

Chief Conservator

Chief of Party

City Architect, Assistant

City Attorney, Assistant

City Council PSE-51

City Councilmember's Assistant

Claims Investigator II

Claims Investigator III

Clean Community Supervisor

Collections Officer

Community Dev Prgm Coordinator

Complaint Investigator II

Concrete Finisher

Construction & Maintenance Mechanic

Construction & Maintenance Supv I

Construction Inspector (Field)

Construction Inspector Sup (Field)

Construction Inspector, Sr (Field)

Construction Inspector, Sr (Office)

Construction Inspector, Sup II

Contract Compliance Office Asst

Contract Compliance Officer

Controller, Assistant

Cook III

Criminalist III

Crossing Guard, PPT

Curator of Aquatic Biology, Assoc

Curator of Art, Chief

Curator of Art, Senior, PPT

Curator of Education, Chief

Curator of History, Associate

Curator of History, Chief

Custodial Services Supervisor I

Custodian

Custodian, PPT

Database Administrator

Deputy City Attorney III

Deputy City Attorney IV

Deputy City Attorney V

Deputy Director, Housing

Deputy Director/Building Official

Deputy Director/City Planner

Development/Redevelopment Pgrm MGR

Director of Human Services

Director of Library Services

Director of Personnel Res Mgmt

Disability Benefits Coordinator

Drafting Technician, Int (Office)

Early Childhhood Center Director

Early Childhood Instructor

Electrical Engineer II

Electrical Engineer III

Electrical Painter

Electrical Supervisor

Electrician

Electro-Mechanical Machinist

Electronics Technician

Emer Medical Srvcs Coordinator

Emergency Planning Coordinator

Employee Assist Svcs Coordinator

Employee Assist Svcs Coordinator

Employment Services Supervisor Engineer, Assistant II (Office)

Engineer, Civil (Office)

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RETIREMENT INCENTIVE PROGRAM OPTION A

CLASSIFICATIONS

Engineer, Civil Supv (Office) Engineer, Civil Supv (Office) Engineer, Transportation Supv Engineering Technician II (Office) **Environmental Services Intern Equal Opportunity Specialist Equipment Parts Technician Equipment Services Superintendent** Equipment Supervisor Exec Asst to Agency Director Exec Asst to Asst City Attorney Exec Dir to Public Ethics Comm **Executive Assistant** Facility Security Assistant Facility Security Assistant, PPT Family Advocate Financial Analyst Fire Communications Dispatcher Fire Communications Dispatcher, Sr Fire Communications Supervisor Fire Prevent Bureau Inspect, Civil Fire Protection Engineer Fire Safety Education Coordinator Fire Suppression District Inspector Food Service Worker Gardener Crew Leader Gardener II Graphics Design Coordinator Greenskeeper Hazardous Materials Inspector II Head Start Driver Courier Head Start Nutrition Coordinator Headstart Program Coordinator **Hearing Officer** Heavy Equipment Mechanic Heavy Equipment Operator Heavy Equipment Service Worker Heavy Equipment Supervisor Housing Development Coordinator III Human Res Operations Tech, Senior Human Res Operations Technician Human Res Systems Analyst, Senior Human Resource Analyst, Principal Human Resource Oper Supervisor Human Resource Technician

Information Systems Supervisor

Irrigation Repair Specialist

Job Developer

Irrigation Repair Specialist Job Developer Legal Admin Assistant, Supervising Legal Administrative Assistant Legal Support Supervisor Librarian I Librarian II Librarian II, PPT Librarian, Senior Librarian, Supervising Librarian, Supervising PPT Library Aide Library Aide, PPT Library Assistant Library Assistant, Senior Library Asst, PPT Literacy Assistant, Senior Litter/Nuisance Enforcement Officer Loan Servicing Administrator Loan Servicing Specialist Maintenance Mechanic Management Assistant Manager, Building Services Manager, Crime Laboratory Manager, Equipment Services Manager, Information Systems Manager, Inspection Services Manager, Legal Admin Services Manager, Real Estate Services Manager, Revenue Manager, Senior Services Mayor's PSE 14 Microcomputer Systems Spec III Microcomputer Systems Specialist I Microcomputer Systems Specialist II Monitoring & Evaluation Supervisor Museum Curatorial Specialist Museum Guard Museum Interpretive Specialist, Art Museum Project Coordinator Museum Security Guard IV Neighborhood Services Coordinator Office Assistant II Office Manager Open Government Coordinator **Operations Support Specialist** Painter

Paralegal

RETIREMENT INCENTIVE PROGRAM OPTION A

CLASSIFICATIONS

Park Attendant, PPT

Park Equipment Operator

Park Supervisor |

Parking Control Technician

Parking Control Technician, PPT

Parking Enforcement Supervisor I

Parking Meter Collector

Parking Meter Repair Worker

Parkland Resources Supervisor

Payroll Personnel Clerk III

Performance Audit Manager

Permit Technician II

Planner II, Design Review

Planner III, Historic Preservation

Planner IV

Plumber

Police Communications Dispatcher

Police Communications Supervisor

Police Evidence Technician

Police Property Specialist

Police Records Specialist

Police Records Supervisor

Police Services Technician II

Preparator

Principal Inspection Supv

Process Coordinator II

Process Coordinator III

Program Analyst I

Program Analyst I, PPT

Program Analyst II

Program Analyst II, PPT

Program Analyst III

Project Manager

Project Manager II

Project Manager II

Project Manager III

Public Service Employee 51

Public Service Representative

Public Works Maintenance Worker

Public Works Operations Manager

Public Works Supervisor I

Real Estate Agent

Real Estate Agent, Supervising

Receptionist

Recreation Center Director

Recreation General Supervisor

Recreation Leader II, PPT

Recreation Specialist I, PPT

Recreation Specialist II, PPT

Recreation Supervisor

Recycling Specialist

Registrar

Rehabilitation Advisor III

Rehabilitation Paint Technician

Reproduction Offset Operator

Revenue Assistant

Revenue Collections Supervisor

Revenue Operations Supervisor

Senior Center Director

Senior Services Supervisor

Sewer Maintenance Leader

Sewer Maintenance Worker

Sign Maintenance Worker

Special Counsel

Specialty Combination Insp, Senior

Specialty Combination Inspector

Stationary Engineer

Storekeeper II

Storekeeper III

Street Maintenance Leader

Street Sweeper Operator

Support Services Supervisor

Surveying Technician, Sr (Field)

Systems Accountant III

Systems Analyst I

Systems Analyst III

Systems Programmer III

Tax Auditor II

Tax Enforcement Officier II

Tax Representative II

Telecommunication Systems Engineer

Telephone Services Specialist

Traffic Engineering Tech, Senior (O)

Traffic Painter

Training & Public Svcs Admin

Tree High Climber

Tree Trimmer

Tree Worker Driver

Urban Economic Analyst III

Urban Economic Analyst IV, Projects

Urban Economic Coordinator

Zoo Keeper

RETIREMENT INCENTIVE PROGRAM OPTION B

ELIGIBLE CLASSIFICATIONS

ELIGIBLE CLASSIFICATIONS		
Account Clerk III (FMA & CEDA only)	Equipment Services Superintendent	
Accountant I (PWA & CEDA only)	Equipment Supervisor	
Accountant II	Exec Asst to Agency Director (PWA & FMA only)	
Accountant III	Exec Asst to Agency Director	
Accounting Supervisor	Executive Assistant (Library only)	
Accounting Technician	Facility Security Assistant	
Admin Assistant to the Mayor	Facility Security Assistant, PPT	
Administrative Analyst I	Fire Prevent Bureau Inspect, Civil	
Administrative Analyst I	Fire Protection Engineer	
Administrative Analyst II	Fire Safety Education Coordinator	
Administrative Assistant I	Gardener Crew Leader (OPR & PWA only)	
Administrative Assistant II	Gardener II	
Administrative Assistant II.(CONF)	Greenskeeper	
Administrative Services Manager I	Hazardous Materials Inspector II	
Assistant Fire Marshal-Non Sworn	Heavy Equipment Mechanic	
Auto Equipment Mechanic	Heavy Equipment Service Worker	
Auto Equipment Painter	Human Res Operations Tech, Senior	
Benefits Analyst	Human Res Operations Technician	
Benefits Representative	Human Res Systems Analyst, Senior (FMA & DIT only)	
Blacksmith Welder	Human Resource Analyst, Principal	
Budget & Operations Analyst III	Human Resource Oper Supervisor	
Carpenter	Human Resource Technician	
Cashier	Information Systems Supervisor	
City Architect, Assistant	Irrigation Repair Specialist	
City Council PSE-51	Job Developer	
Claims Investigator II	Legal Admin Assistant, Supervising	
Claims Investigator III	Legal Administrative Assistant	
Clean Community Supervisor	Legal Support Supervisor	
Collections Officer	Librarian I	
Concrete Finisher	Librarian II	
Construction & Maintenance Mechanic	Librarian II, PPT	
Construction & Maintenance Supv I	Librarian, Senior	
Construction Inspector (Field)	Librarian, Supervising	
Contract Compliance Office Asst	Librarian, Supervising PPT	
Contract Compliance Officer	Library Aide	
Criminalist III	Library Aide, PPT	
Crossing Guard, PPT	Library Assistant	
Custodial Services Supervisor I	Library Assistant, Senior	
Custodian	Library Asst, PPT	
Deputy City Attorney III	Literacy Assistant, Senior	
Deputy City Attorney IV	Maintenance Mechanic	
Electronics Technician	Management Assistant (OFD & CEDA only)	
Emer Medical Srvcs Coordinator	Manager, Information Systems	
Employee Assist Svcs Coordinator	Manager, Senior Services	
Engineer, Assistant II (Office)	Mayor's PSE 14	
Engineer, Civil Supv (Office)	Microcomputer Systems Spec III	
Environmental Services Intern	Microcomputer Systems Specialist II	
Equipment Parts Technician	Museum Guard (PWA only)	
Museum Project Coordinator	Storekeeper III	
Neighborhood Services Coordinator	Street Sweeper Operator	
Office Assistant II	Support Services Supervisor	
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RETIREMENT INCENTIVE PROGRAM OPTION B

ELIGIBLE CLASSIFICATIONS Office Manager (OFD only) Operations Support Specialist Painter Paralegal Park Attendant, PPT Parking Control Technician Parking Control Technician, PPT Parking Meter Repair Worker Parkland Resources Supervisor Payroll Personnel Clerk III Payroll Personnel Clerk III Performance Audit Manager Plumber Police Evidence Technician Police Property Specialist Police Records Specialist Police Services Technician II Program Analyst i Program Analyst II Program Analyst II Program Analyst II Program Analyst II, PPT Program Analyst III Program Analyst III Project Manager Project Manager Project Manager II Project Manager III Public Service Employee 51 Public Service Representative (CEDA, City Atty, OPR, PWA only) Public Works Supervisor I Real Estate Agent, Supervising Receptionist (Contracting & Purchasing only) Recreation Leader II, PPT Recreation Specialist I, PPT Recreation Specialist II, PPT Recreation Supervisor **Recycling Specialist** Registrar Reproduction Offset Operator Sewer Maintenance Leader Sewer Maintenance Worker Specialty Combination Inspector Stationary Engineer

Storekeeper II (FMA only)

Support Services Supervisor	
Systems Analyst I	
Systems Analyst III	
Systems Programmer III	
Tax Auditor II	
Tax Enforcement Officer II	
Tax Representative II	
Telecommunication Systems Engine	er
Telephone Services Specialist	
Training & Public Svcs Admin	
Tree High Climber	
Tree Trimmer	
Tree Worker Driver	
Zoo Keeper	

ATTACHMENT D

RETIREMENT INCENTIVE PROGRAM OPTION C

ELIGIBLE CLASSIFICATIONS AND DEPARTMENTS
Accountant II (FMA only)
Accountant III (FMA & OPD only)
Accounting Supervisor (FMA only)
Administrative Analyst II (OPD only)
Administrative Assistant I (DHS & OPD only)
Crossing Guard, PPT
Emergency Planning Coordinator
Fire Suppression District Inspector
Human Res Systems Analyst, Senior (DIT only)
Human Resource Analyst, Principal (Personnel only)
Information Systems Supervisor (DIT only)
Microcomputer Systems Spec III (DIT only)
Microcomputer Systems Specialist II (DIT only)
Neighborhood Services Coordinator
Office Assistant II (OPD & OFD only)
Office Assistant II
Parking Meter Repair Worker
Police Services Technician II
Program Analyst III (OPD only)
Project Manager (PWA and DIT only)
Project Manager
Project Manager III (DIT only)
Public Service Representative (OPR only)
Receptionist (DCP only)
Reproduction Offset Operator (OPD only)
Senior Center Director
Storekeeper II (FMA only)
Systems Analyst III (DIT only)
Tax Representative II
Telecommunication Systems Engineer
Zoo Keeper

2 PM 10: 4-1	\	C.M.S.	
2009 JUN = 3 Introduced by	Councilmember		<u> </u>
RESOLUTION AUTHORIZIN TO SPECIFIC LOCAL MISCI CALIFORNIA GOVERNMEN COSTS ASSOCIATED WITH	ELLANEOUS EMPLOY IT CODE SECTION 209	YEES CLASSIFIC 903; AND PUBLIC	CATIONS UNDER
WHEREAS, the Board of Admir (CalPERS) and the City of Oakla its employees members of CalPE	nd entered into a contract	effective Septembe	
WHEREAS, certain optional beramendment to the contract.	nefits may be added to the	City's contract wi	th CalPERS by
WHEREAS, the City Council of authorizing an amendment to the Administration of the California authorizes California Governmen Local Miscellaneous and Local S	contract between the City Public Employees' Retire at Code Section 20903, Ty	of Oakland and th ment System (CalP vo Years Additiona	e Board of ERS) that
WHEREAS, the City Council has City's miscellaneous employee g		rement Incentive P	rogram to the
WHEREAS, Prior to opening the that the future costs of changes in public at a public meeting at least the window period, now, therefore	retirement benefits as de t two weeks prior to the ac	termined by an actu	ary, shall be made
RESOLVED: That the City Coubenefit to positions at an attached; and be it			
FURTHER RESOLVED: That to after the close of the window perior participation.			
COUNCIL, OAKLAND, CALIFORNIA,	·		
SSED BY THE FOLLOWING VOTE:			
'ES - BROOKS, DE LA FUENTE, KAPLAN	N, KERNIGHAN, NADEL, QI	UAN, REID, and PRE	ESIDENT BRUNNER
DES -			
BSENT -			
BSTENTION -	ATTES	ST:LaTonda	Simmons
		City Clerk and Cle of the City of Oal	rk of the Council