



# CITY COUNCIL AGENDA STATEMENT



August 14, 2018

File ID: ~~18-0303~~  
18-0383

## TITLE

- A. RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHULA VISTA AMENDING THE COMPENSATION SCHEDULE AND CLASSIFICATION PLAN TO REFLECT (1) THE ADDITION AND DELETION OF VARIOUS POSITION TITLES AND (2) THE SALARY ADJUSTMENTS FOR POLICY AIDE AND DIRECTOR OF PUBLIC WORKS AND AMENDING THE AUTHORIZED POSITION COUNT WITH NO NET CHANGE IN AUTHORIZED STAFFING
- B. RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHULA VISTA AMENDING THE COMPENSATION SUMMARY FOR UNREPRESENTED EMPLOYEES
- C. RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHULA VISTA APPROVING THE REVISED FISCAL YEAR 2018-2019 COMPENSATION SCHEDULE EFFECTIVE AUGUST 17, 2018, AS REQUIRED BY CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5
- D. ORDINANCE OF THE CITY OF CHULA VISTA AMENDING CHULA VISTA MUNICIPAL CODE SECTION 2.05.010 TO DELETE THE UNCLASSIFIED POSITION OF CONSTITUENT SERVICES REPRESENTATIVE (FIRST READING) (4/5 VOTE REQUIRED)

## RECOMMENDED ACTION

Council adopt the resolution and place the ordinance on first reading.

## SUMMARY

In an effort to address the needs of various departments and the City's workforce, the Human Resources Department, in conjunction with the affected departments, is proposing the reclassification of certain positions, the addition and deletion of certain classifications, a title change for the Environmental Health Specialist classification and a salary adjustment for the Policy Aide and Director of Public Works classifications.

Additionally, staff is recommending the amendment of the Compensation Summary for Unrepresented Employees to reflect the addition of the Post Employment Health Plan for Executive and Senior Managers approved by the City Council at their June 19, 2018 meeting.

## ENVIRONMENTAL REVIEW

### Environmental Notice

The activity is not a “Project” as defined under Section 15378 of the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c)(3) no environmental review is required.

### Environmental Determination

The Director of Development Services has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a “Project” as defined under Section 15378 of the State CEQA Guidelines; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA. Thus, no environmental review is required.

## BOARD/COMMISSION/COMMITTEE RECOMMENDATION

The Civil Service Commission adopted the amendment to the classification plan, subject to the approval of the City Council, at their August 2, 2018 meeting.

## DISCUSSION

### 1. Classification Plan Changes

Civil Service Rule 1.02(A), which applies to the City’s classified positions, provides for necessary reviews and changes so that the City’s classification plan is kept current, and that changes in existing classes, the establishment of new classes, or the abolition of classes are properly reflected in the classification plan.

In an effort to address the needs of various departments and the City’s workforce, the Human Resources Department is proposing various new classifications and the reclassification of certain positions. The following identifies the departments, affected positions and proposed changes.

Department	Position Title	FTE
Community Services	Library Digital Services Manager	-1.00
	Principal Librarian	1.00
Economic Development	Senior Conservation Specialist	-1.00
	Environmental Sustainability Manager	1.00
Engineering	Environmental Health Specialist	-2.00
	Storm Environmental Specialist II	2.00
Mayor and Council	Constituent Services Representative	-1.00
	Senior Council Assistant	1.00
Police	Senior Office Specialist	-1.00
	Senior Police Records Specialist	1.00

Department	Position Title	FTE
Public Works	Management Analyst	-1.00
	Senior Management Analyst	1.00
<b>Total City-Wide Position Changes (Net Increase/Decrease)</b>		<b>0.00</b>

**Summary of New and Updated Classifications**

Position Title	Bargaining Group	Bi-Weekly E Step
Policy Aide	Professional, Unclassified	\$2,716.39
Director of Public Works	Executive Management	\$7,222.27
Storm Water Environmental Specialist I	ACE	\$3,036.15
Storm Water Environmental Specialist II	ACE	\$3,339.76

**2. Amendment to the Compensation Summary for Unrepresented Employees**

In response to requests from staff to address the cost of health care post retirement, the Human Resources Department proposed to enter into a Post Employment Health Plan (“PEHP”) with Nationwide for Executive and Senior Managers at no cost to the City. The PEHP, which was approved by the City Council at their meeting of June 19, 2018, will be funded with mandatory eligible employee contributions, specifically any unused vacation balances due to the employee at the time of retirement, and rolled over into the PEHP.

Staff is proposing an amendment of the Compensation Summary for Unrepresented Employees to include the PEHP for Executive and Senior Managers.

**3. Compensation Schedule Requirement**

California Code of Regulations, Title 2, Section 570.5 requires that, for purposes of determining a retiring employee's pension allowance, the pay rate be limited to the amount listed on a pay schedule that meets certain requirements and be approved by the governing body in accordance with the requirements of the applicable public meeting laws. The revised Fiscal Year 2018-2019 Compensation Schedule ("Compensation Schedule") was last approved by the City Council at their meeting of June 12, 2018. This item ensures continued compliance with California Code of Regulations, Title 2, Section 570.5, by ensuring the City has an up-to-date publicly approved Compensation Schedule.

**4. Unclassified Ordinance**

Chula Vista Municipal Code Section 2.05.010 is updated on an ongoing basis to reflect the position changes impacting the unclassified positions. Chula Vista City Charter Section 500 requires that all unclassified positions not mentioned specifically in Charter Section 500 be adopted by ordinance.

## **5. Resolutions and Ordinance**

Approval of Resolution A will approve the new and updated classifications and salary adjustments discussed above, in "Classification Plan Changes".

Approval of Resolution B will approve the amendment to the Compensation Summary for Unrepresented Employees to include the Post Employment Health Plan for Executive and Senior Managers.

Approval of Resolution C will approve the revised Compensation Schedule effective August 17, 2018, to reflect the addition and deletion of various position titles, and the salary adjustments for Policy Aide and Director of Public Works.

Adoption of the ordinance will delete the position title of Constituent Services Representative.

### **DECISION-MAKER CONFLICT**

Staff has determined that the action contemplated by this item is ministerial, secretarial, manual, or clerical in nature and, as such, does not require the City Council members to make or participate in making a governmental decision, pursuant to California Code of Regulations Title 2, section 18702.4(a). Consequently, this item does not present a conflict under the Political Reform Act (Cal. Gov't Code § 87100, et seq.). Staff is not independently aware, and has not been informed by any City Council member, of any other fact that may constitute a basis for a decision maker conflict of interest in this matter.

### **LINK TO STRATEGIC GOALS**

The City's Strategic Plan has five major goals: Operational Excellence, Economic Vitality, Healthy Community, Strong and Secure Neighborhoods and a Connected Community. The position changes support the City-wide strategic goal of Operational Excellence by providing more accurate position titles that better reflect the needs of the City's workforce and salaries that attract and retain quality employees. Furthermore, approval of the revised Fiscal Year 2018-2019 Compensation Schedule and its posting on the City's internet website supports the goal of Operational Excellence as it enhances disclosure and transparency of employee compensation and, as a result, fosters public trust through an open and ethical government.

### **CURRENT-YEAR FISCAL IMPACT**

The position and salary adjustments within the Mayor and Council Department are estimated to total a net cost of \$9,332. There is anticipated savings projected within the Office of the Mayor's Supplies and Services budget in the department to absorb the additional cost, resulting in no net impact to the General Fund. The budget transfer will be considered as part of the Finance Department's First Quarter Update.

The position change within the Economic Development Department is estimated to be \$28,797. This cost will be offset with grant funds. The budget transfer will be considered as part of the Finance Department's First Quarter Update.

The remaining proposed position/classification changes in the Community Services, Engineering, Police and Public Works Departments do not have a net impact on the General Fund in the current fiscal year.

### **ONGOING FISCAL IMPACT**

The ongoing costs associated with these proposed changes are estimated at approximately \$40,000 annually. The overall cost will increase along with future cost of living adjustments and benefit changes. The costs will be incorporated into the baseline salary budgets of the respective departments in future fiscal years.

### **ATTACHMENTS**

1. Amended Compensation Summary for Unrepresented Employees
2. Revised Fiscal Year 2018-2019 Compensation Schedule August 17, 2018

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