



# CITY COUNCIL AGENDA STATEMENT



September 10, 2019

File ID: 19-0425

## TITLE

- A. RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHULA VISTA AMENDING THE COMPENSATION SCHEDULE AND CLASSIFICATION PLAN TO REFLECT THE ADDITION AND DELETION OF VARIOUS POSITION TITLES AND AMENDING THE AUTHORIZED POSITION COUNTS IN VARIOUS DEPARTMENTS WITH A NET INCREASE IN AUTHORIZED STAFFING
- B. RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHULA VISTA APPROVING THE REVISED FISCAL YEAR 2019-2020 COMPENSATION SCHEDULE EFFECTIVE SEPTEMBER 13, 2019, AS REQUIRED BY CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5
- C. ORDINANCE OF THE CITY OF CHULA VISTA AMENDING CHULA VISTA MUNICIPAL CODE SECTION 2.05.010 TO ADD THE UNCLASSIFIED POSITIONS OF FA CYBER SECURITY PROGRAM MANAGER, FA NETWORK ADMINISTRATOR III, AND FACILITIES FINANCING MANAGER AND TO DELETE THE FA INFORMATION SECURITY PROGRAM MANAGER POSITION (FIRST READING) (4/5 VOTE REQUIRED)

## RECOMMENDED ACTION

Council adopt the resolutions 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 addition and deletion of certain classifications.

Staff is also recommending approval of the revised Fiscal Year 2019-2020 Compensation Schedule effective September 13, 2019.

## ENVIRONMENTAL REVIEW

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 Measure A Citizens' Oversight Committee (COC) reviewed and approved the addition of the two Digital Forensics Technician II positions at their July 11, 2019 meeting, in compliance with the Measure A Expenditure Plan.

## 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, in conjunction with the affected departments, is proposing certain position changes. The following identifies the department, affected positions and proposed changes.

Department	Position Title	FTE
Finance (General Fund)	Accounting Assistant	-1.00
	Fiscal and Management Analyst	1.00
Community Services (General Fund)	Fiscal Office Specialist	1.00
Police (Measure A Fund)	Digital Forensics Technician II	2.00
Engineering (General Fund*)	Senior Civil Engineer	1.00
	Public Works Inspector II	2.00
	Associate Engineer	3.00
	Storm Water Compliance Inspector II	1.00
	Senior Engineering Technician	1.00
	Associate Engineer	1.00
Engineering (Sewer Fund)	Associate Engineer	-1.00
Public Works (General Fund)	Senior Fiscal Office Specialist	-1.00
	Senior Office Specialist	1.00
Development Services (Development Services Fund)	Engineering Technician II	-1.00
	Development Services Technician II	1.00
	Building Inspector II	3.00
	Facilities Financing Manager	1.00
<b>Total City-Wide Position Changes (Net Increase/Decrease)</b>		<b>15.00</b>

\* The Engineering Department staffing changes will be reimbursed to the General Fund from the Capital Improvement Program (CIP) and other funding sources.

## Summary of New Classifications

Position Title	Bargaining Group	E Step
Digital Forensics Technician I	ACE	\$2,404.13 bi-weekly
Digital Forensics Technician II	ACE	\$2,764.75 bi-weekly
Facilities Financing Manager	Senior Management	\$4,601.72 bi-weekly

### 2. 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 2019-2020 Compensation Schedule ("Compensation Schedule") was last approved by the City Council at their meeting of August 13, 2019. 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.

### 3. Resolutions

Approval of Resolution A will approve the addition and deletion of various position titles and amend the authorized position count in the Finance, Community Services, Development Services, Engineering and Police Departments with a net increase to authorized staffing (Community Services, Development Services, Engineering and Police only).

Approval of Resolution B will approve the revised Compensation Schedule effective September 13, 2019 to reflect the addition of the Digital Forensics Technician I, Digital Forensics Technician II, Facilities Financing Manager and Development Automation Specialist position titles. The Development Automation Specialist position title was approved in the Fiscal Year 2019-2020 budget but inadvertently not included in the Fiscal Year 2019-2020 Compensation Schedule.

### 4. Ordinance

Chula Vista Municipal Code Section 2.05.010 also needs to be updated 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. Adoption of the ordinance will add the position title of Facilities Financing Manager, FA Network Administrator III and FA Cyber Security Program Manager and delete the position title of FA Information Security Program Manager.

### 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. Furthermore, approval of the revised Fiscal Year 2019-2020 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 estimated current year net fiscal impact (all funds) for these items is approximately \$73,600. There is no General Fund fiscal impact as a result of this action. The Finance Department staffing changes will be paid out of the Measure A Support allocation received in the General Fund for services provided to the Fire Department, and the Engineering Department staffing changes will be reimbursed to the General Fund from the Capital Improvement Program (CIP) and other funding sources. The Community Services Department staffing changes will be paid from personnel savings in hourly wages in the department budget within the General Fund. The Public Works position changes will have no fiscal impact on the General Fund and just a change in the position title.

The Measure A Fund negative fiscal impact is approximately \$187,900 for the addition of 2.0 positions, the Sewer Fund will have a cost reduction, or positive fiscal impact, of approximately \$122,300 due to the transfer of 1.0 position to the General Fund. The Development Services Department staffing changes will be full revenue offset, resulting in no fiscal impact to the Development Services Fund.

No additional appropriations are requested as this time, staff will request additional appropriations as part of the Quarterly Financial Report.

## **ONGOING FISCAL IMPACT**

There are no ongoing general fund impacts as the departments are utilizing existing funds or reimbursements from other funding sources to add or reclassify positions. Funding for non-general fund positions are offset by Sewer Fund, Measure A or Development Services Fund revenues.

## **ATTACHMENTS**

1. Revised Fiscal Year 2018-2019 Compensation Schedule Effective September 13, 2019

*Staff Contacts: Courtney Chase, Director of Human Resources/Risk Management; Kelly Broughton, Director of Development Services; Roxana Kennedy, Chief of Police; and William Valle, Director of Engineering*