



# City of Chula Vista

## Staff Report

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**File#: 17-0535, Item#: 3.**

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A. RESOLUTION NO. 2017-232 OF THE CITY COUNCIL OF THE CITY OF CHULA VISTA AMENDING THE COMPENSATION SCHEDULE AND CLASSIFICATION PLAN TO REFLECT THE DELETION OF VARIOUS POSITION TITLES AND AMENDING THE AUTHORIZED POSITION COUNT IN THE PUBLIC WORKS DEPARTMENT WITH NO NET CHANGE IN AUTHORIZED STAFFING

B. RESOLUTION NO. 2017-233 OF THE CITY COUNCIL OF THE CITY OF CHULA VISTA APPROVING THE REVISED FISCAL YEAR 2017-2018 COMPENSATION SCHEDULE EFFECTIVE SEPTEMBER 29, 2017, AS REQUIRED BY CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5 TO REFLECT THE ADDITION OF SALARY RANGE MINIMUM (STEP A) FOR THE CITY CLERK CLASSIFICATION

C. RESOLUTION NO. 2017-234 OF THE CITY COUNCIL OF THE CITY OF CHULA VISTA APPROVING THE REVISED FISCAL YEAR 2017-2018 COMPENSATION SCHEDULE EFFECTIVE DECEMBER 22, 2017, AS REQUIRED BY CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5 TO REFLECT: (1) THE SALARY RANGE ADJUSTMENTS FOR RECREATION AIDE, CLERICAL AIDE AND LIBRARY AIDE; (2) THE ELIMINATION OF TWO INACTIVE, UNCLASSIFIED HOURLY POSITION TITLES, SCHOOL CROSSING GUARD AND MUSEUM ATTENDANT; (3) THE NEGOTIATED SALARY ADJUSTMENTS FOR POSITIONS REPRESENTED BY THE ASSOCIATION OF CHULA VISTA EMPLOYEES (ACE); AND (4) THE SALARY ADJUSTMENTS FOR EMPLOYEES IN THE CONFIDENTIAL GROUP AND UNREPRESENTED, HOURLY EMPLOYEES WITH AN ACE-REPRESENTED OR CONFIDENTIAL COUNTERPART

D. RESOLUTION NO. 2017-235 OF THE CITY COUNCIL OF THE CITY OF CHULA VISTA APPROVING THE REVISED FISCAL YEAR 2017-2018 COMPENSATION SCHEDULE EFFECTIVE JANUARY 5, 2018, AS REQUIRED BY CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5 TO REFLECT THE NEGOTIATED SALARY ADJUSTMENTS FOR POSITIONS REPRESENTED BY THE INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, LOCAL 2180 (IAFF) AND UNCLASSIFIED HOURLY EMPLOYEES IN POSITIONS WITH AN IAFF-REPRESENTED COUNTERPART

E. RESOLUTION NO. 2017-236 OF THE CITY COUNCIL OF THE CITY OF CHULA VISTA APPROVING LETTERS OF UNDERSTANDING (INVOLVING THE CAFETERIA PLAN OPTIONAL CASH BENEFITS) WITH THE CHULA VISTA MID-MANAGERS/PROFESSIONAL ASSOCIATION/SEIU LOCAL 221 (MMPR/SEIU LOCAL 221) AND WESTERN COUNCIL OF ENGINEERS (WCE)

### **RECOMMENDED ACTION**

Council adopt the resolutions.

## **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 one position and the elimination of two inactive classifications. Staff is also recommending approval of revised Fiscal Year 2017-2018 Compensation Schedules updated to include these proposed changes, changes in the State's minimum wage law as well as negotiated salary adjustments for certain employee groups.

Lastly, staff is recommending approval of Letters of Understanding with the Chula Vista Mid-Managers/Professional Association, SEIU Local 221 (MMPR/SEIU Local 221) and the Western Council of Engineers (WCE) involving the payout method of the Section 125 Cafeteria Benefits Plan optional cash benefits option.

## **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 RECOMMENDATION**

N/A

## **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 the Public Works Department, the Human Resources Department is proposing the reclassification of one position. The following identifies the proposed change.

Department	Position Title	FTE
Public Works	Maintenance Worker I	-1.00
	Maintenance Worker II	1.00
Total City-Wide Position Changes (Net Increase/Decrease)		0.00

Staff is also eliminating two inactive, unclassified hourly position titles, School Crossing Guard and Museum Attendant from the classification plan, which are no longer required.

## 2. Minimum Wage Compliance

In September 2013, the California Legislature enacted legislation signed by the Governor of California, which included raising the minimum wage to \$11.00 per hour effective January 1, 2018. To ensure compliance with the State's minimum wage law, staff is proposing the elimination of the B Step salary (currently \$10.50 per hour) for the Recreation Aide classification and increasing the A Step salary for Clerical Aide and Library Aide (currently \$10.55 per hour) to \$11.00 per hour effective December 22, 2017.

Position Title	PCN	Bargaining Group	Hourly Rate				
			A Step	B Step	C Step	D Step	E Step
Recreation Aide	7605	Unclassified, Hourly	--	--	\$11.03	\$11.58	\$12.16
Clerical Aide	0241	Unclassified, Hourly	\$11.00	\$11.07	\$11.63	\$12.21	\$12.82
Library Aide	7181	Unclassified, Hourly	\$11.00	\$11.07	\$11.63	\$12.21	\$12.82

## 3. City Clerk Salary Band

Staff is also recommending adding a salary range minimum for the City Clerk position title (classification). All Executive and Senior Management positions have salary bands with a minimum (A Step) and maximum (E Step) salary. The City Clerk historically has only had a range maximum. Staff is proposing adding an A Step of \$4,797.14, which is 25% below the current maximum (E Step) salary.

## 4. 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 2017-2018 Compensation Schedule ("Compensation Schedule") was last approved by the City Council at their meeting of September 12, 2017. The Compensation Schedule must be amended whenever there are changes to public employee salaries, including changes as a result of the addition or removal of

positions, minimum wage requirements, or Bargaining Unit MOU requirements.

#### **5. Letter of Understanding Regarding Payout Method of Section 125 Cafeteria Benefits**

City staff and the Chula Vista Mid-Managers/Professional Association, SEIU Local 221 (MMPR/SEIU Local 221) and the Western Council of Engineers (WCE) engaged in informal discussions involving the current payout method of the Section 125 Cafeteria Benefits Plan taxable cash payout option. Currently, employees may allocate a portion of their Cafeteria Plan Allotment to a taxable cash payment which is paid to employees on a pro-rata accrual two times per benefit year. The City agreed with both MMPR/SEIU Local 221 and WCE that the City would endeavor to make optional cash payments the first two paychecks of each month (24 times per year) effective January 1, 2018.

#### **6. Resolutions**

Approval of Resolution A will approve the staffing changes discussed above, in Paragraph 1.

Approval of Resolution B will approve the revised Compensation Schedule effective September 29, 2017 to reflect the addition of a salary range minimum (A Step) for City Clerk classification.

Approval of Resolution C will approve the revised Compensation Schedule effective December 22, 2017, to reflect: (1) the salary range adjustments for Recreation Aide, Clerical Aide and Library Aide; (2) the elimination of two inactive, unclassified hourly position titles, School Crossing Guard and Museum Attendant; (3) the negotiated salary adjustments for positions represented by the Association of Chula Vista Employees (ACE); and (4) the salary adjustments for employees in the Confidential group and unrepresented, hourly employees with an ACE-represented or Confidential counterpart.

Approval of Resolution D will approve the revised Compensation Schedule effective January 5, 2018, to reflect the negotiated salary adjustments for positions represented by the International Association of Fire Fighters, Local 2180 (IAFF) and unclassified hourly employees in positions with an IAFF-represented counterpart.

Approval of Resolution E will approve the Letters of Understanding (involving the Cafeteria Plan Optional Cash Benefits) with MMPR/SEIU Local 221 and WCE.

#### **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 and

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salary 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 2017-2018 Compensation Schedules 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 impact of the reclassification of a Maintenance Worker I to a Maintenance Worker II within the Public Works Department is estimated at \$3,750. The department is anticipating absorbing the additional cost, resulting in no net impact to the General Fund.

The proposed addition of a minimum salary range for the City Clerk position does not have a net impact on the General Fund in the current fiscal year.

The changes required as part of the State's new minimum wage law will not have a net impact on the General Fund. Affected departments will absorb the cost increase within existing budgeted hourly wages.

#### **ONGOING FISCAL IMPACT**

The ongoing costs associated with these proposed changes will be incorporated into the baseline salary budgets of the respective departments in future fiscal years.

#### **ATTACHMENTS**

1. Revised Fiscal Year 2017-2018 Compensation Schedule Effective September 29, 2017
2. Revised Fiscal Year 2017-2018 Compensation Schedule Effective December 22, 2017
3. Revised Fiscal Year 2017-2018 Compensation Schedule Effective January 5, 2018
4. Amendment (Letter of Understanding) to the MOU Between the City of Chula Vista and the Chula Vista Mid Managers and Professional Association (MM/PR) Regarding Cafeteria Plan Optional Cash Benefits (Article 2.09(1)(C)(5))
5. Amendment (Letter of Understanding) to the MOU Between the City of Chula Vista and the Western Council of Engineers (WCE) Regarding Cafeteria Plan Optional Cash Benefits (Article 2.09(1)(C)(5))

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