



City of Chula Vista

Staff Report

File#: 18-0096, **Item#:** 5.

ORDINANCE NO. 3419 OF THE CITY OF CHULA VISTA AMENDING CHULA VISTA MUNICIPAL CODE SECTION 2.05.010 TO ADD THE UNCLASSIFIED POSITIONS OF CITY LIBRARIAN, PARKS AND RECREATION ADMINISTRATOR, DIRECTOR OF COMMUNITY SERVICES, AND REVENUE MANAGER (SECOND READING AND ADOPTION) (4/5 VOTE REQUIRED)

RECOMMENDED ACTION

Council adopt the ordinance.

SUMMARY

In an effort to address the needs of various departments, the forthcoming Community Services Department, and the City's workforce, the Human Resources Department, in conjunction with the affected departments, is proposing the reclassification of certain positions, the addition of five new classifications, and salary adjustments for the Accountant classification series, Deputy City Manager, Director of Economic Development and unclassified hourly Seasonal Assistant.

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

The Civil Service Commission adopted the amendment to the classification plan, subject to the approval of the City Council, at their February 1, 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

File#: 18-0096, Item#: 5.

classification plan.

In an effort to address the needs of various departments, the forthcoming Community Services Department 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
Engineering	Senior Civil Engineer	-1.00
	Stormwater Program Manager	1.00
Finance	Accountant	-1.00
	Associate Accountant	1.00
Library	Director of Library	-1.00
	City Librarian	1.00
Public Works	Parks Operations Manager	-1.00
	Parks Manager	1.00
	Signing and Striping Supervisor	-1.00
	Public Works Supervisor	1.00
Recreation	Director of Recreation	-1.00
	Director of Community Services	1.00
	Senior Recreation Manager	-1.00
	Parks and Recreation Administrator	1.00
Total City-Wide Position Changes (Net Increase/Decrease)		0.00

Summary of New and Updated Classifications

Position Title	Bargaining Group	Bi-Weekly E Step
Accountant	Confidential	\$2,582.56
Associate Accountant	Confidential	\$2,840.82
City Librarian	Senior Management	\$5,378.92
Deputy City Manager	Executive Management	\$8,391.70
Director of Economic Development	Executive Management	\$7,627.73
Parks and Recreation Administrator	Senior Management	\$5,378.92
Revenue Manager	Senior Management	\$5,032.53
Senior Accountant	Mid-Management, Confidential	\$3,434.31
Stormwater Program Manager	Mid-Management	\$4,124.97

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 proposed salary adjustments for several unclassified hourly positions effective December 22, 2017, which Council subsequently approved at their December 12, 2017 meeting. Staff inadvertently excluded a salary adjustment for Seasonal Assistant, an inactive unclassified hourly position. Accordingly, Staff is proposing the elimination of Steps A (currently \$9.55 per hour) through C (currently \$10.53 per hour) to ensure compliance with the State's minimum wage laws.

Position Title	PCN	Bargaining Group	A Step	B Step	C Step	D Step	E Step
Seasonal Assistant	0231	Unclassified Hourly	--	--	--	\$11.06	\$11.61

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 2017-2018 Compensation Schedule ("Compensation Schedule") was last approved by the City Council at their meeting of February 13, 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 publically approved Compensation Schedule.

4. Unclassified Ordinance

Lastly, Chula Vista Municipal Code Section 2.05.010 requires updating to reflect the position changes

File#: 18-0096, Item#: 5.

impacting the unclassified positions. Chula Vista City Charter Section 500(a) requires that all unclassified positions not mentioned specifically in Charter Section 500(a) be adopted by ordinance.

5. Resolutions and Ordinance

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 March 2, 2018 to reflect the addition and elimination of certain position titles and salary adjustments for Accountant, Associate Accountant, Deputy City Manager, Director of Economic Development, Seasonal Assistant (to account for increase in the State's minimum wage) and Senior Accountant.

Adoption of the Ordinance will add the position titles of City Librarian, Parks and Recreation Administrator, Director of Community Services and Revenue Manager to Municipal Code section 2.05.010.

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 2017-2018 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 proposed position/classification changes are projected to have a positive net impact to the general fund of approximately \$117,000 in the current fiscal year.

ONGOING FISCAL IMPACT

The proposed position/classification changes are projected to have a positive net impact to the general fund of approximately \$178,000 in Fiscal Year 2018-2019. The ongoing positive net impact will be less due to the increasing cost of pensions and health care. All costs will be incorporated into the development of the annual budget.

ATTACHMENT

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1. Revised Fiscal Year 2017-2018 Compensation Schedule Effective March 2, 2018

Staff Contact: Courtney Chase