

# Agenda Report

December 19, 2005

TO: City Council

FROM: City Manager

RE: ADOPTION OF A RESOLUTION AMENDING THE SALARY RESOLUTION ESTABLISHING SALARY AND BENEFITS FOR THE UNREPRESENTED CLASSIFICATIONS OF POLICE LIEUTENANT, POLICE COMMANDER, POLICE COMMANDER (NON-SWORN) AND DEPUTY POLICE CHIEF

RECOMMENDATION:

It is recommended that the City Council:

1. Adopt the attached Resolution amending the Salary Resolution to:
  - a) Adjust control rates for the classifications of Police Lieutenant, Police Commander, Police Commander (Non-Sworn), and Deputy Police Chief to the 75<sup>th</sup> percentile effective July 11, 2005, as noted in the attached;
  - b) Increase Certification Pay for employees holding a POST Management Certificate to \$625 per month effective April 4, 2005, to \$700 per month effective April 3, 2006, and to \$750 per month effective April 2, 2007;
  - c) Provide that effective April 4, 2005, employees promoted into Unrepresented Sworn Management classifications will maintain existing Certification Pay;
  - d) Increase dependent dental contributions to \$40 per month effective July 2005;
  - e) Provide no escalation in health contributions until the least expensive family plan rate exceeds the contribution; and,

- f) Report the value of City-provided uniforms as compensation to the California Public Employees Retirement System and the City of Pasadena Fire and Police Retirement System.
2. Approve a journal voucher transferring \$250,781 from the General Fund Personnel Reserve to the Police Department FY 2006 Operating Budget.

BACKGROUND:

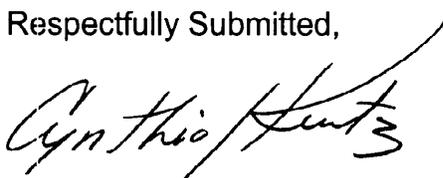
Police Lieutenant, Police Commander, Police Commander (Non-Sworn) and Deputy Police Chief are classifications which are not represented by a union, but whose titles and compensation are established by Resolution of the City Council. The proposed Resolution amending the Salary Resolution will adjust salaries and benefits for 20 employees in these classifications.

The recommended salary and benefit adjustments reflect recent market surveys, and internal salary relationships. The salary adjustments will be applied to the salary control rates; individual salary adjustments will be based on performance. No individual salary adjustment will be made where a "Needs Improvement" evaluation exists.

FISCAL IMPACT:

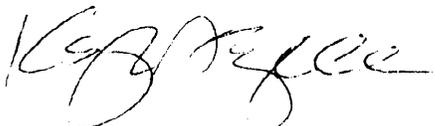
The FY 2006 fiscal impact is estimated to be approximately \$326,010. A portion of this amount, \$75,229 has been budgeted in the Police Department's Operating Budget. The balance is available in the General Fund Personnel Reserve.

Respectfully Submitted,



CYNTHIA J. KURTZ,  
City Manager

Prepared By:



KARYN S. EZELL  
Director of Human Resources

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION AMENDING THE SALARY RESOLUTION  
ESTABLISHING SALARY CONTROL RATES AND BENEFITS FOR THE  
UNREPRESENTED CLASSIFICATIONS OF POLICE LIEUTENANT,  
POLICE COMMANDER, POLICE COMMANDER (NON-SWORN) AND  
DEPUTY POLICE CHIEF

BE IT RESOLVED by the City Council of the City of Pasadena that the  
Salary Resolution is amended as follows:

<u>Remove</u>		<u>Insert</u>	
<u>Pages</u>	<u>Dated</u>	<u>Pages</u>	<u>Dated</u>
3.10-E-1	May 9, 2005	3.10-E-1	December 19, 2005
3.10-3	December 13, 2004	3.10-3	December 19, 2005
3.10-4	8-4-03	3.10-4	December 19, 2005
3.10-12	8-4-03	3.10-12	December 19, 2005
3.10-13	December 13, 2004	3.10-13	December 19, 2005
3.15-E-1	December 13, 2004	3.15-E-1	December 19, 2005
3.15-3	8-4-03	3.15-3	December 19, 2005
3.15-4	8-4-03	3.15-4	December 19, 2005
3.15-5	8-4-03	3.15-5	December 19, 2005
3.15-13	8-4-03	3.15-13	December 19, 2005
3.15-14	December 13, 2004	3.15-14	December 19, 2005

This amendment shall be effective as of April 4, 2005.

Adopted by the following vote at the meeting of the City Council on  
December 19, 2005:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:

\_\_\_\_\_  
Jane Rodriguez, City Clerk

Approved as to Form:

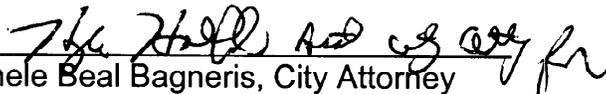
  
\_\_\_\_\_  
Michele Beal Bagneris, City Attorney

Exhibit 3.10  
MANAGEMENT/NON-REPRESENTED – TOP

Control Rates Effective April 5, 2004

<u>Classification</u>	<u>Control Rate</u>
Assistant City Attorney (Confidential)	131,954
Assistant General Manager of Water & Power	147,808
Budget Administrator	108,993
Chief Information Technology Officer	117,837
Deputy Finance Director	121,803
Deputy Police Chief <sup>1</sup>	164,127
Finance and Management Services Administrator	108,993
Fire Bureau Chief	141,726
Health Officer	148,116
Human Resources Manager (Confidential)	108,993
Materials and Warehouse Manager	94,362
Police Commander <sup>1</sup>	146,542
Police Commander (Non-Sworn) <sup>1</sup>	146,542
Senior Deputy City Attorney (Confidential) <sup>2</sup>	145,150
<sup>1</sup> Effective July 11, 2005	
<sup>2</sup> Effective November 29, 2004	
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if any, to be paid in lump sum at the end of the fiscal year or at termination of the employment.

d. A lump sum cash payment.

e. An increase in salary to be prorated over the fiscal year, or remaining portion thereof.

5. The City Manager shall determine the effective date of the merit pay for eligible employees for each fiscal year, and shall establish procedures to evaluate individual performance and to implement the plan.

#### C. Retirement Contribution

The City shall contribute 7% of the employee's cost towards retirement, and 9.0% for sworn Fire and Police managers who are members of the Charter Retirement System or the PERS 2% @ 50 System. All such City contributions made under this section shall be deemed to be member contributions under the Public Employee's Retirement System (PERS), and within the meaning of Article XV, Section 1509.5 of the Pasadena City Charter, (Fire and Police Retirement System), and shall be recoverable by the member as such. Effective July 30, 2001, the City shall report the value of employer paid member retirement contributions as additional compensation.

Effective July 11, 2005, for employees in the classification of Deputy Police Chief, Police Commander and Police Commander (Non-Sworn), the City will report \$300 annually as the value of City-provided uniforms as compensation to PERS or FPRS, as applicable.

#### D. Hours of Work

Hours of work shall be whatever is needed to successfully accomplish the operations of the department.

The Police Chief can authorize overtime to Police Commanders with the approval of the City Manager for special Rose Bowl events that are totally reimbursable from an outside source.

#### E. POST Certificate Pay

Effective April 4, 2005, employees who are classified as Deputy Police Chief or Police Commander who possess a POST Management Certificate or a Police Commander (Non-Sworn) who possesses a Masters Degree shall receive additional compensation

of \$625 per month.

Effective April 3, 2006, POST Management Certificate Pay shall increase to \$700 per month. Effective April 2, 2007, such Certificate Pay shall increase to \$750 per month.

Effective April 4, 2005, employees in the classification of Deputy Police Chief or Police Commander who possess a POST Supervisory Certificate shall receive Certificate Pay at the level provided to employees in the classification of Police Sergeant.

## II. PAY FOR TIME NOT WORKED

### A. Vacation

Vacation provided herein shall be taken within the time limits provided herein except when, for the efficient administration of the City, the City Manager determines that vacation leave of absence cannot be scheduled.

#### 1. Vacation Period and Carry-over

a. No vacation shall exceed two (2) vacation periods in any calendar year nor shall any employee carry over to the following calendar year more than one (1) vacation period. A "vacation period" is defined as the maximum amount of vacation provided in any calendar year. Upon written request to, and upon receipt of written approval from the department head, an employee may be permitted to carry over one (1) additional vacation period for a maximum of three (3) vacation periods to be used during a specified calendar year. Such additional vacation period shall be used during the calendar year for which it was requested.

b. On January 1 of each year, the provided vacation carried over by each employee, plus the current year's provided vacation allowance, shall be credited to the employee, based upon the schedule set forth in Subsection (3) of this section. At any time during said calendar year the employee may use said credited vacation, provided, however, all vacation shall be taken at such times as shall be approved by the head of the department in which such employee works.

#### 2. Termination

a. Upon termination of employment the City shall deduct from final compensation any vacation time taken in excess of the amount provided under these provisions.

3.10.02 - OTHER EMPLOYEE BENEFITS

I. INSURANCE

A. Life Insurance

The City will provide life insurance and accidental death and dismemberment coverage for each employee in the amount of \$75,000.

B. Dental Care

1. The City will contribute 100% of the employee's premium plus up to \$30.00 per month for dependent premium for employees who regularly work 30 or more hours per week, towards a dental care program as provided by the City of Pasadena.

2. Effective July 2005, for employees in the classifications of Deputy Police Chief, Police Commander and Police Commander (Non-Sworn) who regularly work 30 or more hours per week, the City will contribute 100% of the employees' premium plus up to \$40 per month for the dependent dental premium for those employees who have enrolled dependents.

C. Health Insurance/Employee Option Benefit Fund (EOBF)

1. The City will contribute \$16 per month towards the premium for health insurance provided under the Public Employees Retirement System Medical Program (PERS Medical Program) to eligible employees who enroll in the PERS Medical Program.

2. In addition to the \$16 per month health insurance contribution, effective January 1, 2003, the City shall contribute to employees who are regularly scheduled to work 30 hours or more per week an additional \$673.95 per month towards an Employee Option Benefit Fund, which may be used by the employees at their option to pay on the balance of their health insurance premium or to allocate to the employee's individual deferred compensation account.

Effective July 23, 2001, if there are health insurance premium increases, the City will amend its contribution for employees by an amount equal to 75% of the average dollar increase in the family rate for PERS Choice and Kaiser-South.

3. Effective January 1, 2006, in addition to the health insurance contribution in 1. above, employees classified as Deputy Police Chief, Police Commander and Police Commander (Non-Sworn) shall receive an Employee Option Benefit Fund

contribution of \$818.26 per month. At such time as the premium for the least expensive family plan offered by the City to its employees exceeds the City's EOBFF contribution, plus the City's payment towards health insurance in 1. above, the City's EOBFF contribution will be increased by an amount equal to 75% of the average dollar increase in the premiums for the plans offered.

D. Workers' Compensation

Workers' Compensation Insurance premiums shall be the responsibility of the City of Pasadena in accordance with the benefit schedule and ratings under California State law and resolutions and ordinances of the City of Pasadena.

E. Post-Retirement Medical Trust Fund

Effective December 31, 2001, the City shall contribute 2.0% of base pay for employees classified as Deputy Police Chief, Police Commander and Police Commander (Non-Sworn) for the purpose of establishing a post-retirement medical trust fund. Effective July 1, 2002, the contribution will be increased to 3.0% of base pay. The employees or their trust fund administrators shall be solely responsible for maintaining and allocating funds from the trust fund, and shall indemnify and hold harmless the City any of its actions or lack of actions in administering this trust fund. Funds allocated to the medical trust shall be considered as salary for purposes of compensation comparisons.

II. INDIVIDUAL EMPLOYEE COSTS

A. Tuition Reimbursement

Regular employees attending an accredited educational institution may apply for tuition reimbursement consistent with the Tuition Reimbursement policy and procedures contained in the Manual of Personnel Rules, Practices and Procedures. Reimbursement shall be limited to tuition expenses for pre-approved coursework not to exceed \$1,000 in any 12 month period. Successful completion of the coursework with a passing grade is required for reimbursement.

B. Car Allowance

A car allowance as authorized by the City Manager on an individual basis in an amount not to exceed \$212 per month on recommendation of the department head except that car allowances for employees reporting to the City Attorney, City Clerk or City Prosecutor shall be authorized by such officers.

Exhibit 3.15  
MANAGEMENT/NON-REPRESENTED – MIDDLE

Control Rates Effective April 5, 2004

<u>Classification</u>	<u>Control Rate</u>
Administrative Legal Secretary (Confidential)	63,650
Applications Development & Services Supervisor	100,507
City Hall Seismic Retrofit Project Manager	123,534
Forensic Services Supervisor	71,701
Information Technology Operations Manager	107,471
Management Analyst V (Confidential)	89,652
Police Administrator	84,930
Police Lieutenant <sup>1</sup>	118,854
Police Supervisor	58,481
Telecommunications Manager	100,507

<sup>1</sup> The Control Rate for Police Lieutenant is effective July 11, 2005.

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fiscal year or at termination of the employment.

d. A lump sum cash payment.

e. An increase in salary to be prorated over the fiscal year, or remaining portion thereof.

5. The City Manager shall determine the effective date of the merit pay for eligible employees for each fiscal year, and shall establish procedures to evaluate individual performance and to implement the plan.

C. Retirement Contribution

The City shall contribute 7% of the employee's cost towards retirement, and 9.0% for sworn Fire and Police managers who are members of the Charter Retirement System or the PERS 2% @ 50 System. All such City contributions made under this section shall be deemed to be member contributions under the Public Employee's Retirement System (PERS), and within the meaning of Article XV, Section 1509.5 of the Pasadena City Charter, (Fire and Police Retirement System), and shall be recoverable by the member as such. Effective July 30, 2001, the City shall report the value of employer paid member retirement contributions as additional compensation.

Effective July 11, 2005, for employees in the classification of Police Lieutenant, the City will report \$300 annually as the value of City-provided uniforms as compensation to PERS or FPRS, as applicable.

D. Hours of Work and Overtime

The hours of work shall be those necessary to perform the work assigned and the requirements of the classification.

1. Employees may be required to work extended hours in excess of their normal working schedule as part of their regular compensation.

2. In those instances where employees are assigned, with department head approval, to work extended hours on a scheduled basis or emergency basis, the employees may be compensated for overtime by leave of absence with pay at 1-1/2 times the hours of overtime or by pay at the rate of 1-1/2 times the hours of overtime, whichever is in the best interests of the department in the opinion of the department head.

3. Overtime in addition to premium rates shall not be

paid for the same hours of work; and in no case will there be pyramiding or duplication of overtime pay or premium rates for identical time worked.

E. Special Assignment Pay

Motorcycle Pay - Effective December 31, 2001, employees classified as Police Lieutenant shall receive \$200 per month additional compensation when assigned to motorcycle duty.

Helicopter Pilot Pay - Effective December 16, 1991, employees classified as Police Lieutenant and Police Sergeant shall receive \$435 per month additional compensation when assigned to helicopter pilot duty. Effective January 23, 1995 and January 8, 1996, the monthly compensation shall be \$450 and \$460 respectively.

Administrative Captain Pay - Effective November 14, 1994, employees classified as Police Lieutenant shall receive additional compensation when assigned to serve as Administrative Captain in the Police Department. Such additional compensation shall be an amount which, when added to the control rate of Police Lieutenant, is mid-way between the control rates of Police Lieutenant and Police Commander.

F. Court Appearance Pay - Persons holding the classification of Police Sergeant who, on a scheduled day off, are required to be present in court in connection with the performance of their duties shall receive 2 hours minimum compensation at the appropriate rate. If such person is required to be present during both the morning and afternoon sessions of the court on the same day, such person shall receive, in addition to the above two-hour minimum, three hours minimum compensation at the appropriate rate.

G. POST Certificate Pay - Effective April 4, 2005, employees who are classified as Police Lieutenant who possess a POST Management Certificate shall receive additional compensation of \$625 per month.

Effective April 3, 2006, POST Management Certificate Pay shall increase to \$700 per month. Effective April 2, 2007, such Certificate Pay shall increase to \$750 per month.

Effective December 31, 2001, employees who are promoted to Police Lieutenant who possess a POST Supervisory Certificate shall continue to receive Certificate Pay for the Supervisory Certificate at the level provided to employees in the classification of Police Sergeant.

II. PAY FOR TIME NOT WORKED

A. Vacation

Vacation provided herein shall be taken within the time limits provided herein except when, for the efficient administration of the City, the City Manager determines that vacation leave of absence cannot be scheduled.

1. Vacation Period and Carry-over

a. No vacation shall exceed two (2) vacation periods in any calendar year nor shall any employee carry over to the following calendar year more than one (1) vacation period. A "vacation period" is defined as the maximum amount of vacation provided in any calendar year. Upon written request to, and upon receipt of written approval from the department head, an employee may be permitted to carry over one (1) additional vacation period for a maximum of three (3) vacation periods to be used during a specified calendar year. Such additional vacation period shall be used during the calendar year for which it was requested.

b. On January 1 of each year, the provided vacation carried over by each employee, plus the current year's provided vacation allowance, shall be credited to the employee, based upon the schedule set forth in Subsection (3) of this section. At any time during said calendar year the employee may use said credited vacation, provided, however, all vacation shall be taken at such times as shall be approved by the head of the department in which such employee works.

2. Termination

a. Upon termination of employment the City shall deduct from final compensation any vacation time taken in excess of the amount provided under these provisions.

b. Unused Vacation

Any employee who terminates and shall have been in continuous service shall be allowed regular compensation for unused vacation accumulation due on the last actual work day.

### 3.15.02 - OTHER EMPLOYEE BENEFITS

#### I. INSURANCE

##### A. Life Insurance

The City will provide life insurance and accidental death and dismemberment coverage for each employee in the amount of \$50,000.

##### B. Dental Care Program

1. The City will contribute 100% of the employee's premium plus up to \$30 per month for dependent premium for employees who regularly work 30 or more hours per week, towards a dental care program as provided by the City of Pasadena.

2. Effective July 2005, for employees in the classification of Police Lieutenant who regularly work 30 or more hours per week, the City will contribute 100% of the employees' premium plus up to \$40 per month for dependent premium for those employees who have enrolled dependents.

##### C. Health Insurance/Employee Option Benefit Fund (EOBF)

1. The City will contribute \$16 per month towards the premium for health insurance provided under the Public Employees Retirement System Medical Program (PERS Medical Program) to eligible employees who enroll in the PERS Medical Program.

2. In addition to the \$16 per month health insurance contribution, effective January 1, 2003, the City shall contribute to employees who are regularly scheduled to work 30 hours or more per week an additional \$673.95 per month towards an Employee Option Benefit Fund, which may be used by the employees at their option to pay on the balance of their health insurance premium or to allocate to the employee's individual deferred compensation account.

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3. Effective January 1, 2006, in addition to the health insurance contribution in 1. above, employees classified as Police Lieutenant shall receive an Employee Option Benefit Fund contribution of \$818.26 per month. At such time as the premium for the least expensive family plan offered by the City

to its employees exceeds the City's EOBFF contribution, plus the City's payment towards health insurance in 1. above, the City's EOBFF contribution will be increased by an amount equal to 75% of the average dollar increase in the premiums for the plans offered.

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E. Post-Retirement Medical Trust Fund

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Funds allocated to the medical trust shall be considered as salary for purposes of compensation comparisons.

II. INDIVIDUAL EMPLOYEE COSTS

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Regular employees attending an accredited educational institution may apply for tuition reimbursement consistent with the Tuition Reimbursement policy and procedures contained in the Manual of Personnel Rules, Practices and Procedures. Reimbursement shall be limited to tuition expenses for pre-approved coursework not to exceed \$1,000 in any 12 month period. Successful completion of the coursework with a passing grade is required for reimbursement.

B. Uniforms

The City shall provide and maintain uniforms to employees in the classifications indicated in Exhibit 3.15, Management - Middle, where recommended by the department head and approved by the City Manager.