

Agenda Report

DATE: November 5, 2007

TO: CITY COUNCIL

FROM: CITY MANAGER

RE: ADOPTION OF A RESOLUTION AMENDING THE SALARY RESOLUTION TO ESTABLISH COMPENSATION FOR VARIOUS CLASSIFICATIONS IN THE NON-REPRESENTED, TOP, MIDDLE AND PROFESSIONAL MANAGEMENT GROUPS

RECOMMENDATION

It is recommended that the City Council adopt the attached Resolution amending the Salary Resolution to establish compensation for various classifications in the Non-Represented, Top, Middle and Professional Management groups effective April 2, 2007, and authorize a journal voucher transferring funds from the personnel reserve and/or the unappropriated fund balances as may be necessary.

BACKGROUND

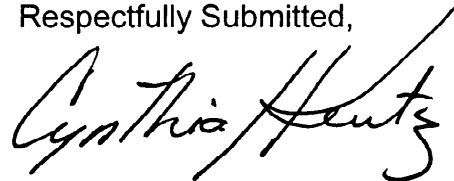
The City Council establishes by Resolution salaries and benefits for classifications which are not represented by a union. The City Council may amend the Salary Resolution from time to time to adjust salaries as appropriate.

The attached Resolution establishes control rates for certain classifications in the Non-Represented, Top, Middle and Professional Management groups consistent with market surveys and existing internal salary relationships. In addition, the new classification of Police Captain is established, to replace the existing assignment pay provisions for this function. The FTE currently performing this function will be converted to the new classification, with no net increase in FTE's. Finally, the personal development allowance for the classifications of Assistant and Deputy City Attorney are increased by \$250, in recognition of the significant continuing education requirements for the employees in these classifications.

FISCAL IMPACT

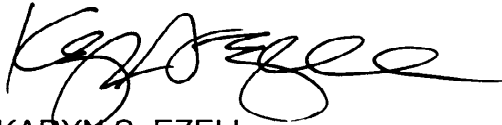
The fiscal impact of this action is estimated to be approximately \$308,600 annually in salary and related benefits, of which 72% is General Fund. Funds are available in the 2008 adopted operating budget, and in the personnel reserve fund and the unappropriated fund balances if necessary.

Respectfully Submitted,



CYNTHIA J. KURTZ
City Manager

Prepared and Approved By:



KARYN S. EZELL
Director of Human Resources

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASADENA
AMENDING THE SALARY RESOLUTION ESTABLISHING SALARY AND
BENEFITS FOR NON- REPRESENTED, TOP, MIDDLE AND PROFESSIONAL
MANAGEMENT CLASSIFICATIONS

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

SECTION 1. Exhibit 3.10-E-1 of the Salary Resolution is amended to
provide the following control rates effective April 2, 2007:

Assistant City Attorney (c)	\$159,505
Assistant General Manager of Water & Power (c)	\$178,690
Business Unit Director (c)	\$165,629
Controller (c)	\$122,800
Deputy Finance Director (c)	\$141,060
Senior Assistant City Attorney (c)	\$175,456
Senior Deputy City Attorney (c)	\$140,402

SECTION 2. Exhibit 3.15-E-1 of the Salary Resolution is amended to
provide the following control rate effective April 2, 2007:

Police Supervisor	\$70,634
Police Captain	\$132,699

SECTION 3. Exhibit 3.20-E-1 of the Salary Resolution is amended to
provide the following control rate effective April 2, 2007:

Deputy City Attorney (c)	\$116,798
--------------------------	-----------

SECTION 4. Exhibit 3.35-E-1 of the Salary Resolution is amended to
provide the following control rate effective April 2, 2007:

Heating, Ventilation and Air Conditioning Technician	\$69,280
Sr. Heating, Ventilation and Air Conditioning Tech.	\$74,415

SECTION 5. Exhibit 3.35-E-1 of the Salary Resolution is amended to
provide the following control rate effective July 9, 2007:

Automated Controls Technician (HVAC)	\$74,130
Sr. Automated Controls Technician (HVAC)	\$80,196

SECTION 5. Exhibit 3.35-E-1 of the Salary Resolution is amended to
provide the following control rates effective October 1, 2007:

Automated Controls Technician (HVAC)	\$75,983
Heating, Ventilation and Air Conditioning Technician	\$71,012
Sr. Automated Controls Technician (HVAC)	\$76,275

Sr. Heating, Ventilation and Air Conditioning Tech. \$82,201

SECTION 6. Exhibit 3.10, Section 3.10.02, Subsection II. E. is amended to provide that employees in the classifications of Senior Assistant City Attorney, Assistant City Attorney and Senior Deputy City Attorney shall be eligible for a personal development allowance of \$1000 per year.

SECTION 7. Exhibit 3.20, Section 3.20.02. II. E. is amended to provide that employees in the classification of Deputy City Attorney shall be eligible for a personal development allowance of \$1000 per year.

SECTION 8. The following pages are replaced to provide various benefits changes:

<u>Remove</u>		<u>Insert</u>	
<u>Pages</u>	<u>Dated</u>	<u>Pages</u>	<u>Dated</u>
3.10-17	January 8, 2007	3.10-17	November 5, 2007
3.15-4	August 20, 2007	3.15-4	November 5, 2007
3.15-5	August 20, 2007	3.15-5	November 5, 2007
3.15-17	January 8, 2007	3.15-17	November 5, 2007
3.20-15	January 8, 2007	3.20-15	November 5, 2007

This amendment shall be effective as of April 2, 2007.

Adopted by the following vote at the meeting of the City Council on November 5, 2007:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jane Rodriguez, City Clerk

Approved as to Form:



Hugh A. Halford, Asst. City Attorney

personal development allowance of \$750, except that employees classified as Deputy Police Chief, Police Commander, Police Commander (Non Sworn), Senior Assistant City Attorney, Assistant City Attorney and Senior Deputy City Attorney shall be eligible for \$1,000 per year. Part time employees regularly scheduled to work 20 hours or more shall be eligible for a prorata share provided to full time employees, based on the number of hours worked on a regular basis. For Top managers, the department head may approve eligible expenses which contribute to the personal development of the individual manager and/or enhance knowledge in the field of work or profession. Eligible expenses shall include one or more of the following: Membership in community, civic or professional organizations; professional conferences or training workshops not budgeted; job related personal expenses related to civic and community activities, including testimonials; educational tuition reimbursement for specialized programs or as a supplement to the City's tuition reimbursement program; subscriptions to professional and educational journals and publications not budgeted; membership to health and physical fitness facilities; annual medical examination; and computer or other specialized equipment (for home which is compatible with City equipment). The personal development allowance shall not be accumulated or carried forward beyond the fiscal year.

F. Annual Physical Examination

Employees classified as Police Commander and Police Commander (Non Sworn) shall be eligible for reimbursement of up to \$500 per calendar year for an annual physical examination by a qualified medical physician, and/or Computed Tomography (CT) or Electron Beam Tomography (EBT) scans, as authorized by the City.

III. RETIREMENT

For miscellaneous employees, Retirement benefits shall be provided as currently specified under the City of Pasadena's Contract with the Public Employees Retirement System.

The City shall implement a separate retirement plan with the PERS for all prospective miscellaneous employees hired after July 1, 1984. The new retirement plan shall provide for a modified benefit level as follows:

1. Final compensation based on the average of the three highest years of work.

Effective July 11, 2005, for employees in the classification of Police Lieutenant and Police Captain, 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 April 5, 2004, employees classified as Police Lieutenant shall receive \$250 per month additional compensation when assigned to motorcycle duty.

Helicopter Pilot Pay - Effective April 5, 2004, employees classified as Police Sergeant, Police Captain or Police Lieutenant shall receive \$650 per month additional compensation when assigned to helicopter pilot duty.

Special Enforcement Section Pay - Effective July 10,

2006, an employee classified as Police Lieutenant assigned to the Special Enforcement Section (SES) shall receive additional compensation of \$150 per month; or \$250 per month if he or she is also SWAT-Certified.

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.

POST Certificate Pay - Effective April 4, 2005, employees who are classified as Police Lieutenant or Police Captain 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 or Police Captain 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

c. Employees who use fleet vehicles to solo-drive to and from work will pay the clean air fee as listed above.

2. Incentives may be included in the program, such as bus passes, ride-matching, and preferential parking for car/vanpoolers where available.

F. Personal Development Allowance

Regular full time employees shall be eligible for a personal development allowance of \$500; Police Lieutenants and Police Captains shall be eligible for \$625 per year. Part time employees regularly scheduled to work 20 hours or more shall be eligible for a prorata share provided to full time employees, based on the number of hours worked on a regular basis. For Middle managers, the department head may approve eligible expenses which contribute to the personal development of the individual manager and/or enhance knowledge in the field of work or profession. Eligible expenses shall include one or more of the following: Membership in community, civic or professional organizations; professional conferences or training workshops not budgeted; job related personal expenses related to civic and community activities, including testimonials; educational tuition reimbursement for specialized programs or as a supplement to the City's tuition reimbursement program; subscriptions to professional and educational journals and publications not budgeted; membership to health and physical fitness facilities; annual medical examination; and computer or other specialized equipment (for home which is compatible with City equipment). The personal development allowance shall not be accumulated or carried forward beyond the fiscal year.

G. Annual Physical Examination

Employees classified as Police Lieutenant or Police Captain shall be eligible for reimbursement up to \$500 per calendar year for an annual physical examination by a qualified medical physician, and/or Computed Tomography (CT) or Electron Beam Tomography (EBT) scans, as authorized by the City.

III. RETIREMENT

For miscellaneous employees, retirement benefits shall be provided as currently specified under the City of Pasadena's Contract with the Public Employees Retirement System.

three or fewer workdays per week and who commute to and from work as solo-drivers two or more workdays per week will pay \$17.50 per month.

c. Employees who use fleet vehicles to solo-drive to and from work will pay the clean air fee as listed above.

2. Other incentives may be included in the program, such as bus passes, ride-matching, and preferential parking for car/vanpoolers where available.

E. Personal Development Allowance

Regular full time employees shall be eligible for a personal development allowance of \$500, except that employees classified as Deputy City Attorney shall be eligible for \$1000 per year. Part time employees regularly scheduled to work 20 hours or more per week shall be eligible for a prorata share provided full time employees, based on the number of hours worked on a regular basis. For Professional managers, the department head may approve eligible expenses which contribute to the personal development of the individual manager and/or enhance knowledge in the field of work or profession. Eligible expenses shall include one or more of the following: Membership in community, civic or professional organizations; professional conferences or training workshops not budgeted; job related personal expenses related to civic and community activities, including testimonials; educational tuition reimbursement of specialized programs or as a supplement to the City's tuition reimbursement program; subscriptions to professional and educational journals and publications not budgeted; membership to health and physical fitness facilities; annual medical examination; and computer or other specialized equipment (for home which is compatible with City equipment). The personal development allowance shall not be accumulated or carried forward beyond the fiscal year.

III. RETIREMENT

Retirement benefits shall be provided as currently specified under the City of Pasadena's Contract with the Public Employees Retirement System.

The City shall implement a separate retirement plan with the PERS for all prospective employees hired after July 1, 1984. The new retirement plan shall provide for a modified benefit level as follows:

1. Final compensation based on the average of the three highest years of work.