

# Agenda Report

November 14, 2016

**TO:** Honorable Mayor and City Council

**FROM:** Department of Human Resources

**SUBJECT: ADOPTION OF EXECUTIVE MANAGEMENT, NON-REPRESENTED MANAGEMENT AND NON-REPRESENTED NON-MANAGEMENT SALARY RESOLUTIONS**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the action proposed herein is not a "project" as defined in the California Environmental Quality Act (CEQA), Public Resources Code Section 21065 and Section 15378(b)(2) of the State CEQA Guidelines and, as such, is not subject to environmental review; and
2. Adopt the Executive Management Salary Resolution; and
3. Adopt the Non-Represented Management Salary Resolution; and
4. Adopt the Non-Represented Non-Management Salary Resolution.

## **BACKGROUND:**

The City Council establishes by resolution the salaries and benefits for classifications that are not represented by an employee association or union. The City Council may adopt salary resolutions to make adjustments to wages, benefits and working conditions for non-represented employees.

In November 2015, the City Council authorized a 2% cost of living increase for the City's non-represented employee groups along with a number of other classification specific adjustments designed to realign compensation with the labor market. Sworn Police Managers did not receive a salary increase in November 2015, but received classification specific equity adjustments in January 2016. Since that time, several of the City's other bargaining units, such as AFSCME, PMA, and LIUNA have received negotiated cost of living increases ranging from 2% - 3%.

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Staff has updated the Executive, Non-Represented Management, and Non-Represented Non-Management salary resolutions and accompanying salary schedules to reflect a cost of living increase of 2% effective November 14, 2016. The recommended 2% cost of living increase is in line with the Consumer Price Index (All Urban Consumers – Los Angeles, Riverside and Orange counties), which rose by 1.92% between September 2015 and September 2016. Furthermore, a 2% increase maintains parity between the City's represented and non-represented employee groups. The updated resolutions also contain a limited number of classification specific salary adjustments designed to address issues related to recruitment and retention, and other non-economic language cleanup items. A summary of the changes to each resolution is included below.

**Executive Management:**

1. Cost of Living Increase: 2% effective November 14, 2016
2. Non-economic language updates and clarification related to retirement benefits, health benefits and parental leave.

**Non-Represented Management:**

1. Cost of Living Increase: 2% effective November 14, 2016
2. Classification and Compensation:
  - a. The classification of Workers' Compensation Supervisor has been added as a Level 4 Non-Represented Management classification. The salary range for the classification will receive an additional market based salary adjustment of 7.7%.
  - b. The salary range for the classification of Deputy Chief Information Officer will receive an additional internal equity based salary adjustment of 3.2%.
  - c. The classification of Deputy City Attorney has been moved to the list of Level 2 classifications and the position of City Engineer has been added to the list of Level 1 classifications.
3. Non-economic language updates and clarification related to retirement benefits, health benefits and parental leave.

**Non-Represented Non-Management:**

1. Cost of Living Increase:
  - a. 2% increase effective November 14, 2016 for all classifications with a minimum hourly rate in excess of \$10.50 per hour.

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- b. Classifications with a minimum hourly rate of \$10.50 per hour will be increased to \$12.00 per hour effective July 1, 2017 pursuant to the City's Minimum Wage Ordinance.

2. Classification and Compensation:

- a. The salary range for the classifications of Fire Inspector and Rangemaster will receive additional market based salary adjustments of 2.15% and 16% respectively. The ranges for the classifications of Instructor I-III have been adjusted to restore internal alignment.
- b. Establishment of a new classification of Senior Fire Inspector.

3. Non-economic language updates and clarification related to retirement benefits, health benefits and parental leave.

**COUNCIL POLICY CONSIDERATION:**

Approval of staff's recommendation supports the City Council's strategic goals of maintaining fiscal responsibility and stability.

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**FISCAL IMPACT:**

The FY 2017 Operating Budget includes 3% in assumed growth to cover anticipated salary and benefit increases. The fully burdened annual fiscal impact of the recommended 2% salary increases and classification adjustments is approximately \$750,000. The FY 17 cost of approximately \$487,000 will be absorbed into departmental operating budgets. Approximately 65% of the cost is funded directly through the General Fund.

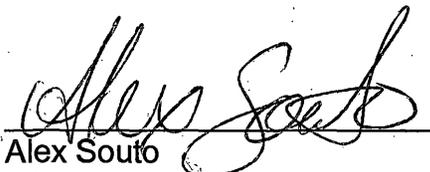
Respectfully submitted,



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JENNIFER CURTIS  
Director of Human Resources

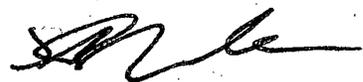
Prepared by:



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Alex Souto  
Principal Human Resources Analyst

Approved by:



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STEVE MERMELL  
City Manager

Attachments:

1. Executive Management Salary Resolution
2. Non-Represented Management Salary Resolution
3. Non-Represented Non-Management Salary Resolution