



# CITY COUNCIL STAFF REPORT



August 9, 2022

## ITEM TITLE

Employee Compensation and Positions: Approve Amended Classification Plan; Position Counts in Departments; Amended City Manager Employment Agreement; Salary Adjustments for Certain Positions; Revised Compensation Schedule; and Budget Amendments

**Report Number:** 22-0228

**Location:** No specific geographic location

**Department:** Human Resources

**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.

## Recommended Action

Adopt resolutions: (A) Amending the Compensation Schedule and Classification Plan to reflect the addition of various position titles and amending the authorized position count in various departments; (B) Approving the amended City Manager employment agreement; (C) Approving the revised Fiscal Year 2022-23 Compensation Schedule effective August 12, 2022, as required by the California Code of Regulations, Title 2, Section 570.5; and (D) Making various amendments to the Fiscal Year 2022-23 budget to appropriate funds for that purpose. **(4/5 Vote Required)**

## 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 addition and deletion of certain classifications and salary adjustments for certain positions.

Staff is also recommending approval of the revised Fiscal Year 2022-2023 Compensation Schedule effective August 12, 2022, and the City Manager employment agreement.

## 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/COMMITTEE RECOMMENDATION

The Civil Service Commission is slated to approve the new classification at their August 4, 2022, meeting.

## DISCUSSION

### Compensation Schedule and Classification Plan

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 various departments and the City's workforce, the Human Resources Department, in conjunction with the affected departments, is proposing certain position changes. The following identifies the affected positions and proposed changes.

Department	Position Title	FTE
<b>General Fund</b>		
Administration	Senior Management Analyst	-1.00
	Special Projects Manager	1.00
Engineering and Capital Projects	Associate Engineer	-1.00
	Senior Land Surveyor	1.00
Finance	Senior Accountant	1.00
Fire	Fire Prevention Engineer/Investigator	-1.00
	Senior Fire Inspector/Investigator	1.00
<b>General Fund Total</b>		<b>1.00</b>
<b>Measure A Fund</b>		
Fire	Fire Captain	2.00
	Fire Engineer	2.00
	Firefighter/Paramedic	3.00
	Senior Application Support Specialist	1.00
	EMS Inventory Control Specialist	1.00
<b>Measure A Fund Total</b>		<b>9.00</b>
<b>Total City-Wide Position Changes (Net Increase/Decrease)</b>		<b>10.00</b>

### Summary of New and Updated Classifications

Position Title	Employee Group	Bi-Weekly E Step
Animal Care Facility Supervisor	ACE	\$3,122.77
FA IVDC-LECC Executive Director	SM	\$5,589.46*
Information Technology Security Analyst	PROF	\$4,630.20
Senior Assistant City Attorney	SM	\$8,057.84

*\* Salary is effective January 1, 2022*

#### City Manager Employment Agreement

On June 9, 2020, the City Council approved the appointment of Maria Kachadoorian as City Manager effective June 20, 2020, and Ms. Kachadoorian's employment agreement. Council subsequently approved an amended employment agreement at their meeting of August 10, 2021.

On July 26, 2022, the City Council convened in closed session to consider the City Manager's evaluation of performance; a contract amendment was subsequently reached to provide a 3.2% salary adjustment to \$300,002 annually and the maximum annual life insurance provided by the City's benefit plan effective August 12, 2022, and staff is requesting Council approval of the amended employment agreement.

Approval of Resolution B will approve the amended employment agreement.

#### Compensation for Councilmembers, the Mayor and elected City Attorney

Sections 302, 304(c) and 503(c) of the City of Chula Vista City Charter establishes the compensation for Councilmembers, the Mayor and elected City Attorney, respectively, based upon the formulas set forth in those sections. The City received notification from the Judicial Council of California on July 20, 2022, of a salary change for the position of Judge of the Superior Court of the State of California, to which the salaries for Councilmembers, the Mayor and elected City Attorney are tied and made the appropriate changes retroactive to July 1, 2022. Staff made the change to the salary rates for Mayor, Councilmembers and City Attorney upon notification from the State of California (in accordance with the City Charter), and the Mayor, Councilmembers and City Attorney are receiving this pay rate.

#### 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 2022-2023 Compensation Schedule ("Compensation Schedule") was last approved by the City Council at their meeting of July 12, 2022.

Approval of Resolution C will approve the revised Compensation Schedule effective August 12, 2022, which reflects: (1) the addition of the Animal Care Facility Supervisor and Information Technology Security Analyst position titles; (2) the salary adjustment for City Manager; the salary adjustment for the FA IVDC-LECC Executive Director position effective January 1, 2022, (3) employee group change for the Senior Assistant City Attorney from Executive Management to Senior Management and (4) the adjusted salaries for Mayor,

Councilmembers and City Attorney (Elected) in accordance with City Charter sections 302, 304(C) and 503(C) effective July 1, 2022.

#### Budget Amendments

Approval of Resolution D will amend the budget and appropriate funds therefor.

#### **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.

#### **CURRENT-YEAR FISCAL IMPACT**

The net fiscal impact to the General Fund is estimated to total \$47,783, which will be offset in full by unanticipated Property Tax revenues. The net fiscal impact to Other Funds is estimated to total \$1,211,793, which will be offset in full by the available balance of the Measure A Sales Tax Fund.

Staff is requesting the proposed budgetary adjustments reflected in the table below:

##### **GENERAL FUND BUDGET ADJUSTMENTS SUMMARY**

<b>Department</b>	<b>Personnel Services</b>	<b>Revenues</b>	<b>Net Cost</b>
Administration	30,014	-	30,014
Engineering and Capital Project	17,769	-	17,769
Non-Departmental	-	(47,783)	(47,783)
<b>TOTAL EST. GENERAL FUND COST</b>	<b>47,783</b>	<b>(47,783)</b>	<b>-</b>

##### **OTHER FUNDS BUDGET ADJUSTMENTS SUMMARY**

<b>Fund/Department</b>	<b>Personnel Services</b>	<b>Revenues</b>	<b>Net Cost</b>
2018 Measure A Sales Tax Fund (Fire)	1,211,793	-	1,211,793
<b>TOTAL EST. OTHER FUNDS COST</b>	<b>1,211,793</b>	<b>-</b>	<b>1,211,793</b>

#### **ONGOING FISCAL IMPACT**

Ongoing fiscal impacts associated with the proposed changes are estimated to total approximately \$54,513 for the General Fund, and approximately \$1,361,902 for the Measure A Sales Tax Fund. The overall cost in future years will vary based on cost of living adjustments and benefit changes. Such costs will be incorporated into the baseline salary budgets of the respective departments in future fiscal years.

**GENERAL FUND**

<b>Department</b>	<b>Personnel Services</b>
Administration	34,092
Engineering and Capital Project	20,421
<b>TOTAL EST. GENERAL FUND COST</b>	<b>54,513</b>

**OTHER FUNDS**

<b>Fund/Department</b>	<b>Personnel Services</b>
2018 Measure A Sales Tax Fund (Fire)	1,361,902
<b>TOTAL EST. OTHER FUNDS COST</b>	<b>1,361,902</b>

**ATTACHMENTS**

1. Memorandum from the Judicial Council of California dated July 19, 2022
2. Revised Fiscal Year 2022-2023 Compensation Schedule effective August 12, 2022

*Staff Contacts: Courtney Chase, Director of Human Resources/Risk Management and Tiffany Allen, Deputy City Manager*