



CITY COUNCIL STAFF REPORT



April 18, 2023

ITEM TITLE

Employee Compensation and Positions: Approve Amended Compensation Schedule to Reflect Salary Adjustments for Certain Positions; Amended Position Count; Amendment to the Memorandum of Understanding for Peace Officers; and Revised Compensation Schedule

Report Number: 23-0083

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 to reflect salary adjustments for certain classifications and amending the authorized position count in the Finance Department; (B) Approving a second amendment to the memorandum of understanding between the City and the Chula Vista Police Officer’s Association (“POA”) regarding the addition of a sixth pay step and step advancement; and (C) Approving the revised Fiscal Year 2022-23 Compensation Schedule effective April 21, 2023, as required by the California Code of Regulations, Title 2, Section 570.5.

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 amending the authorized position count in the Finance Department and salary adjustments for certain positions which necessitate amendments to the City’s Compensation Schedule.

The City of Chula Vista and the Chula Vista Police Officer’s Association (“POA”) have worked collaboratively toward the development of a mutually beneficial Memorandum of Understanding (“MOU”) that provides for wages, hours, and other terms and conditions of employment. The City and the POA have met in good faith

as required by the Meyers-Milias-Brown Act (“MMBA”) and desire to amend their MOU to add a sixth pay step and an off-cycle step (pay) advancement for all current POA represented employees.

Staff is also recommending approval of the revised Fiscal Year 2022-23 Compensation Schedule effective April 21, 2023, as required by the California Code of Regulations, Title 2, Section 570.5.

ENVIRONMENTAL REVIEW

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

Not applicable.

DISCUSSION

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
Finance	Fiscal & Management Analyst	-1.00
	Fiscal Services Analyst	1.00
Total Citywide Position Changes (Net Increase/Decrease)		0.00

Position Title	Employee Group	E Step Bi-Weekly Salary
Fiscal Services Analyst	PROF	\$4,870.81

In order to address the 30 current vacancies and officer attrition rates within the Chula Vista Police Department, the City of Chula Vista and the Chula Vista POA have worked collaboratively toward the development of a mutually beneficial MOU that provides for wages, hours, and other terms and conditions of employment. The City and the POA have met in good faith as required by the Meyers-Milias-Brown Act (“MMBA”) and desire to amend their MOU to add a sixth pay step and an off-cycle step (pay) advancement for all current POA represented employees. The sixth pay step is shown below:

Position Title	Employee Group	F Step Bi-Weekly Salary
Peace Officer	POA	\$4,305.72
Police Agent	POA	\$4,741.27

Position Title	Employee Group	F Step Bi-Weekly Salary
Police Sergeant	POA	\$5,453.90
Police Lieutenant	POA	\$6,545.18

An amendment to the MOU between the City and the Chula Vista POA has been prepared to reflect the above desired changes and is provided as Attachment 1 to this staff report; this amendment is the second amendment to the MOU covering the period of May 4, 2021 to June 30, 2024 and is therefore noted as a second amendment accordingly.

Adoption of Resolution A amends the Compensation Schedule to reflect the above changes and amends the authorized position count in the Finance Department.

Adoption of Resolution B approves a second amendment to the MOU between the City and the Chula Vista POA regarding the addition of a sixth pay step and an off-cycle step advancement.

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, including approval by the City’s governing body in accordance with the requirements of applicable public meeting laws. The revised Fiscal Year 2022-23 Compensation Schedule ("Compensation Schedule") was last approved by the City Council at their meeting on March 7, 2023.

Adoption of Resolution C approves the revised Fiscal Year 2022-23 Compensation Schedule, effective April 21, 2023, which reflects the addition of the Fiscal Services Analyst position title and the addition of the sixth pay step for the Peace Officer, Police Agent, Police Sergeant and Police Lieutenant position titles. The Compensation Schedule reflecting these revisions is provided as Attachment 2 to this staff report.

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 current-year General Fund fiscal impact for the updated classification and salary ranges is estimated to total \$303,991. This amount is anticipated to be fully offset through salary savings within the Police Department, resulting in no net fiscal impact to the General Fund in the current fiscal year.

Similarly, an estimated \$53,574 increase for the updated classifications within the Measure A Fund and an estimated \$5,745 increase within the State Grants Fund will also be offset through salary savings within the respective funds.

ONGOING FISCAL IMPACT

The fiscal impact to the General Fund in Fiscal Year 2023-24 is estimated to total \$1,180,568. Of this amount, \$500,000 will be offset by salary savings within the Police Department. The net fiscal impact to the General Fund of \$506,851 will be incorporated into the Fiscal Year 2023-24 budget.

The projected Fiscal Year 2023-24 net fiscal impact in all funds is reflected in the table below:

Fund	FY 2024
General Fund	\$ 506,851
Measure A	150,231
State Grants	23,487
Total Estimated Costs	\$ 680,569

Similar costs are anticipated in future years.

ATTACHMENTS

1. Second Amendment to the MOU Between the City of Chula Vista and the Chula Vista Police Officer’s Association (“POA”) Covering the Period of May 4, 2021, To June 30, 2024, Regarding the Addition of a Sixth Pay Step and Step Advancement
2. Revised Fiscal Year 2022-2023 Compensation Schedule Effective April 21, 2023

Staff Contact: Courtney Chase, Director of Human Resources/Risk Management