



# CITY COUNCIL STAFF REPORT



**July 16, 2024**

## **ITEM TITLE**

Employee Compensation and Positions: Approve Amended Compensation Plan and Compensation Schedule; Position Counts in Police Department; and Amended Municipal Code Section on Unclassified Positions

**Report Number:** 24-0198

**Location:** No specific geographic location

**Department:** Human Resources & Police

**G.C. § 84308:** No

**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 the following resolutions and approve the first reading of the ordinance:

A) Resolution amending the Compensation Schedule and Classification Plan to reflect the addition of position titles and salary adjustments for certain positions and amending the authorized position count in Police Department.

B) Resolution approving the revised Fiscal Year 2024-25 Compensation Schedule effective July 12, 2024, as required by the California Code of Regulations, Title 2, Section 570.5.

C) Ordinance amending Chula Vista Municipal Code Section 2.05.010 to add the unclassified position titles of FA Deputy Director of IV-LECC and FA Administrative Program Manager. **(First Reading) (4/5 Vote Required)**

## **SUMMARY**

In order to address the operational needs of the San Diego/Imperial High Intensity Drug Trafficking Area program, the Police Department, in conjunction with the Human Resources Department, is proposing the addition of position titles and salary adjustments for certain positions which necessitate amendments to the City’s Compensation Schedule, Classification Plan and Police Department position counts.

Staff is also recommending approval of: (1) the revised Fiscal Year 2024-25 Compensation Schedule effective July 12, 2024, as required by the California Code of Regulations, Title 2, Section 570.5; and (2) adoption of an ordinance amending Chula Vista Municipal Code Section 2.05.010 relating to unclassified positions.

**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 because it will not result in a physical change in the environment; 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**

The City, through the Police Department, entered into an agreement with the Office of National Drug Control Policy in 1996 to be the fiscal agent for the California Border Alliance Group (CBAG), which is now referred to as the San Diego/Imperial High Intensity Drug Trafficking Area (HIDTA). The City receives full funding, plus a 5% administrative fee, to hire and administer salary and benefits for HIDTA positions. To date, there are currently 12 HIDTA positions with the City of Chula Vista that are fully funded from the Office of National Drug Control Policy (ONDCP).

Classification Plan and Compensation Schedule

In an effort to address the operational needs of the San Diego/Imperial HIDTA program, the Police Department, in conjunction with the Human Resources Department, is proposing certain position changes, with corresponding updates to the Classification Plan, Compensation Schedule, and authorized departmental position counts. The following tables identify the newly created positions and proposed position changes.

**Summary of New Classifications**

<b>Position Title</b>	<b>Unclassified</b>	<b>Employee Group</b>	<b>Bi-Weekly E Step</b>
FA Deputy Director of IV-LECC	Yes	SM	\$5,647.35
FA Administrative Program Manager	Yes	PRUC	\$3,846.16

**Summary of Updated Compensation for Existing Classifications**

<b>Position Title</b>	<b>Unclassified</b>	<b>Employee Group</b>	<b>Current E Step Salary (bi-weekly)</b>	<b>Proposed E Step Salary (bi-weekly)</b>
FA Deputy Executive Director	Yes	SM	\$6,369.99	\$6,716.12
FA IVDC-LECC Executive Director	Yes	SM	\$6,193.88	\$6,642.69
FA Finance Manager	Yes	MMUC	\$5,888.97	\$6,066.66
FA Deputy Director of LECC	Yes	SM	\$5,135.37	\$5,531.35

**Summary of Authorized Position Count Changes**

<b>Position Title</b>	<b>Current Authorized FTE</b>	<b>FTE Update</b>	<b>Amended Authorized FTE</b>
FA Administrative Program Manager	0.00	1.00	1.00
FA Deputy Director of IV-LECC	0.00	1.00	1.00
FA Deputy Director of LECC	3.00	(2.00)	1.00
FA Deputy Executive Director	1.00		1.00
FA Director of SD LECC	1.00		1.00
FA Finance Manager	1.00		1.00
FA IVDC-LECC Executive Director	1.00		1.00
FA LECC Information Technology Manager	1.00		1.00
FA Network Administrator II	1.00	(1.00)	0.00
FA Network Administrator III	0.00	1.00	1.00
FA Program Assistant Supervisor	1.00	(1.00)	0.00
FA RCFL Network Engineer	1.00		1.00
FA Supervisory Intelligence Analyst I	0.00	1.00	1.00
FA Supervisory Intelligence Analyst II	1.00		1.00
<b>TOTAL HIDTA-FUNDED POSITIONS</b>	<b>12.00</b>	<b>0.00</b>	<b>12.00</b>

Adoption of Resolution A amends the Classification Plan and Compensation Schedule, along with the authorized position count in the Police Department, as outlined in the above tables.

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 Fiscal Year 2024-25 Compensation Schedule ("Compensation Schedule") was first approved by the City Council at the May 21, 2024 meeting. Adoption of Resolution B approves the revised Fiscal Year 2024-25 Compensation Schedule effective July 12, 2024, which reflects the addition of FA Deputy Director of IV-LECC and FA Administrative Program Manager position titles, along with the increased salaries for FA Deputy Executive Director, FA IVDC-LECC Executive Director, FA Finance Manager and FA Deputy Director of LECC.

Ordinance

Chula Vista Municipal Code Section 2.05.010 requires updating to reflect the position changes impacting the unclassified positions. Chula Vista City Charter Section 500(D) requires that all management level unclassified positions not mentioned specifically in Charter Section 500(D) be adopted by ordinance. Adoption of the Ordinance will add the position titles of FA Deputy Director of IV-LECC and FA Administrative Program Manager, as required by Municipal Code Section 2.05.010.

**DECISION-MAKER CONFLICT**

Staff has reviewed the decision contemplated by this action and has determined that it is not site-specific and consequently, the 500-foot rule found in California Code of Regulations Title 2, section 18702.2(a)(11), is not

applicable to this decision for purposes of determining a disqualifying real property-related financial conflict of interest 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 City is fully reimbursed for HIDTA positions and receives a 5% administrative fee to act as a fiscal agent. The current-year fiscal impact of the various HIDTA position updates is outlined in the table below.

<b>Position Title</b>	<b>FTE Update</b>	<b>Annual Cost</b>
FA Administrative Program Manager	1.00	\$128,586
FA Deputy Director of IV-LECC	1.00	\$180,161
FA Deputy Director of LECC	(2.00)	(\$344,856)
FA Network Administrator II	(1.00)	(\$143,924)
FA Network Administrator III	1.00	\$150,326
FA Program Assistant Supervisor	(1.00)	(\$114,969)
FA Supervisory Intelligence Analyst I	1.00	\$141,003
<b>Current-Year Fiscal Impact</b>	<b>0.00</b>	<b>(\$3,673)</b>

Because the net impact is immaterial, no amendments to appropriations are requested with this action. There is no current-year fiscal impact by approving these position and compensation updates.

### **ONGOING FISCAL IMPACT**

The grant funding from ONDCP fully offsets HIDTA position costs, resulting in no net fiscal impact to the General Fund.

### **ATTACHMENTS**

1. Letter from San Diego Imperial Valley HIDTA Director dated May 20, 2024
2. Revised Fiscal Year 2024-2025 Compensation Schedule effective July 12, 2024

*Staff Contact: Chief Roxana Kennedy, Police Department*

*Administrative Services Manager Jonathan Alegre, Police Department*