



CITY COUNCIL AGENDA REPORT



DEPARTMENT: City Manager's Office

MEETING DATE: November 15, 2016

PREPARED BY: Lauren Vasquez, Deputy City Manager

AGENDA LOCATION: CC-6

TITLE: Updates to Appendix B (Monrovia Municipal Employees' Association), Appendix D (Elected and Appointed Positions), and Appendix H (Monrovia Mid-Management Employees) of the City's Personnel Rules and Regulations

OBJECTIVE: To approve consistency and modernization updates to Appendix B, Appendix D, and Appendix H of the City's Personnel Rules and Regulations

BACKGROUND: On October 18, 2016, with Resolution No. 2016-38, the City adopted new Personnel Rules and Regulations (Personnel Rules). In an effort to facilitate consistency between the newly approved Personnel Rules and the attached appendices, staff has developed updates to Appendix B (Monrovia Municipal Employees' Association – MMEA), Appendix D (Elected and Appointed Positions), and Appendix H (Monrovia Mid-Management Employees). The proposed adjustments are cost-neutral and serve to clean-up inconsistencies while aligning the identified appendices with modern practices.

ANALYSIS: An overview of the proposed adjustments to the Personnel Rules appendices include the following:

- Appendix B – MMEA
 - The newly adopted Personnel Rules codified regulations to formalize the establishment of three-quarter time positions.
 - MMEA has historically represented employees serving in a three-quarter time role.
 - The proposed adjustment to Appendix B updates the list of positions represented by MMEA to include any individual serving in a three-quarter time position, while also outlining the benefits package that has been and is currently provided to three-quarter time employees.
- Appendix D – Elected and Appointed Positions
 - Deletion of Section III related to the City Manager
 - The newly adopted Personnel Rules articulates personnel authorities of the City Manager that are more restrictive than what is outlined in Appendix D.
 - In addition, terms and conditions related to the City Manager's employment are governed and superseded by the City Manager's Employment Contract.
 - Given these factors, it is proposed that Section III of Appendix D be deleted.

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- Deletion of Section IV related to the Executive Assistant to the City Manager
 - The position of Executive Assistant to the City Manager is not a currently authorized position
 - Furthermore, the position of Executive Assistant to the City Manager is not a position appointed by the City Council.
 - Given these factors, it is proposed that Section IV of Appendix D be deleted.
- Modification to Section II.D. related to Fringe Benefits for Elected Officials
 - The current language regarding fringe benefit deferred compensation guidelines, which do not allow an elected official to take an amount less than the maximum monthly contribution offered to non-safety employees, reads as follows:
 - *“...City will provide the equivalent value of the applicable maximum monthly contribution provided to non-safety employees for medical insurance coverage into the City’s deferred compensation program...”*
 - It is proposed that the language be updated to allow elected officials the option to take less than the maximum monthly contribution offered to non-safety employees, as follows:
 - *“...City will provide an amount, from zero dollars up to the equivalent value of the applicable monthly contribution provided to non-safety employees for medical insurance coverage, into the City’s deferred compensation program...”*
- Appendix H – Monrovia Mid-Management Employees
 - Given recent reorganization efforts, the City has new job classifications that need to be included as positions considered as Mid-Management, including Library Manager, Recreation Manager, and Water System Manager.
 - Appendix H is recommend to be modified to include the new job classifications.

FISCAL IMPACT: None.

ENVIRONMENTAL IMPACT: None.

OPTIONS: The following options are presented for City Council consideration:

- 1) Approve the consistency and modernization updates to Appendix B (Attachment A), Appendix D (Attachment B), and Appendix H (Attachment C) of the City’s Personnel Rules and Regulations.
- 2) Do not approve the consistency and modernization updates to Appendix B (Attachment A), Appendix D (Attachment B), and Appendix H (Attachment C) of the City’s Personnel Rules and Regulations, and provide staff with additional direction.

RECOMMENDATION: Staff recommends that the City Council select Option 1, thereby approving the consistency and modernization updates to Appendix B (Attachment A), Appendix D (Attachment B), and Appendix H (Attachment C) of the City’s Personnel Rules and Regulations.

COUNCIL ACTION REQUIRED: If the City Council concurs, the appropriate action would be a motion to approve consistency and modernization updates to Appendix B, Appendix D, and Appendix H of the City’s Personnel Rules and Regulations.

SIDE LETTER OF AGREEMENT
BETWEEN
THE CITY OF MONROVIA
AND THE
MONROVIA MUNICIPAL EMPLOYEES' ASSOCIATION (APPENDIX B)

Representatives of the City of Monrovia and the Monrovia Municipal Employees' Association (MMEA), have met and conferred and reached agreement on this *Side Letter of Agreement* to the MMEA's Memorandum of Understanding (MOU) dated July 21, 2015 through June 30, 2017.

This *Side Letter of Agreement* will modify the following sections of the MMEA MOU dated July 21, 2015 through June 30, 2017, with regard to implementation of a classification and compensation study and related other related adjustments:

- *Section II. Represented Positions*

The parties agree that *Section II. Represented Positions* shall be stricken from the MMEA MOU dated July 21, 2015 through June 30, 2017, and that the existing language in *Section II. Represented Positions*, shall be replaced with the following revised language:

SECTION II. REPRESENTED POSITIONS

The City recognizes that the following full-time positions shall be represented by the Association and shall be subject to the compensation and supplemental benefit levels provided herein:

- Accountant
- Accounting Assistant
- Accounting Operations Supervisor
- Administrative Assistant
- Assistant Planner
- Associate Planner
- Benefits Coordinator
- Building Counter Technician
- Code Enforcement & Business License Assistant
- Combination Inspector
- Customer Service Outreach Coordinator
- Customer Service Representative
- Electrician
- Engineering Technician
- Environmental Services Coordinator
- Field Services Office Coordinator
- Fire Inspector
- Hillside Wilderness Preserve Supervisor
- Human Resources Assistant
- Human Resources Supervisor
- Information System Analyst
- Information Systems Technician
- Librarian
- Library Supervisor
- Maintenance Lead Worker (Facility, Park, Street, & Utility)
- Maintenance Supervisor (Facility, Field Services, Park, Street)
- Maintenance Worker (Facility, Park, Street, & Utility)
- Management Analyst
- Management Assistant
- Neighborhood Preservation Officer
- Neighborhood Services Program Coordinator
- Office Administrator
- Old Town Caretaker
- Park Ranger
- Payroll Technician
- Planning Technician
- Plans Examiner
- Project Coordinator
- Recreation Coordinator
- Recreation Supervisor
- Senior Accounting Assistant
- Senior Accounting Systems Technician
- Senior Administrative Assistant
- Senior Combination Inspector
- Senior Maintenance Worker (Facility, Park, Street, & Utility)
- Senior Management Analyst
- Senior Public Works Inspector
- Senior Recreation Supervisor
- Water Production Operator
- Water System Supervisor

The City further recognizes that employees who work in a three-quarter time (TQT) position shall be represented by the Association. TQT employees are those employees who work 30 hours per week on a regular, year round basis. In addition to statutory benefits, TQT employees shall receive the following benefit package:

- Retirement – CalPERS 2.7% @ 55 (classic members) or CalPERS 2% @ 62 (new members). TQT employees will accrue retirement credit at the rate of ¾ of a regular full-time employee.
- Health, Welfare, & Savings – cafeteria benefit allowance of \$350 / month for use towards enrolling in any of the City offered health, dental, and vision plans. Any employee that wishes to cash out their cafeteria allowance shall receive 25% of the allowance as taxable income or deferred compensation.

- Vacation Leave – accrued at the rate of 0.75 hours for every 30 hours worked, with a maximum accrual of 48 hours.
- Sick Leave – accrued at the rate of one (1) hour for every 30 hours worked, with a maximum accrual of 48 hours.
- Holidays – Thanksgiving and Christmas Day shall be paid Holidays for TQT employees whose regular work schedule fall on these days.

MONROVIA MUNICIPAL EMPLOYEES’ ASSOCIATION

CITY OF MONROVIA

By: _____

By: _____

TERESA SANTILENA, PRESIDENT

OLIVER CHI, CITY MANAGER

By: _____

By: _____

ARIEL TOLEFREE-WILLIAMS, VICE PRESIDENT

LAUREN VASQUEZ, DEPUTY CITY MANAGER

DATE: _____

DATE: _____

**UPDATE TO APPENDIX D
OF THE CITY OF MORNNOVIA'S
PERSONNEL RULES AND REGULATIONS
RELATED TO ELECTED AND APPOINTED POSITIONS**

Representatives of the City of Monrovia have established this *Update to Appendix D of the City of Monrovia's Personnel Rules and Regulations (Appendix D)* to modernize and bring into conformity those regulations related to elected and appointed positions.

This update to *Appendix D* will modify the following sections of the Elected & Appointed Employees Appendix:

- *Section II.D. Fringe Benefits – Elected Officials – Deferred Compensation*
- *Section III. City Manager*
- *Section IV. Executive Assistant to the City Manager*

Section III. City Manager, and Section IV. Executive Assistant to the City Manager, shall be stricken from Appendix D.

SECTION III. CITY MANAGER

The position of City Manager shall be compensated at the rate of fifteen thousand four hundred sixteen dollars and sixty seven cents (\$15,416.67) per month.

Annual	\$185,000.00
Monthly	\$15,416.67
Bi-Weekly	\$7,115.38
Hourly	\$88.94

~~The City Manager shall be eligible to receive, once in any fiscal year, a bonus in recognition of (1) continued exceptional performance of (2) a singular exceptional achievement. Whether a bonus is to be given, and the timing and amount thereof, shall be subject to the sole and absolute discretion of the City Council. No bonus shall exceed five percent (5%) of the City's Manager's fiscal year salary.~~

~~The position of City Manager shall receive supplemental benefits pursuant to Appendix C unless stated otherwise in his/her Employment Contract.~~

Execution/Initiative/Performance (EIP) Bonus Program

~~The City Manager shall have the sole discretion to issue an EIP bonus to any other employee for performance considered above and beyond the normal expectations. In any twelve month period, such bonus shall not exceed five percent (5%) of the employee's annual base salary, and shall not be made in lieu of any other bonuses earned by the employee, pursuant to the rules and regulations of the employee's respective Memorandum of Understanding.~~

Classification Compaction Adjustment Program

~~The City of Monrovia endeavors to ensure that all employees are compensated in a fair and equitable manner. From time to time it may be necessary to adjust salary levels for certain classifications in order to address compaction issues that occur between classifications in the various City departments. The City Manager shall have the sole discretion to grant a salary adjustment to any employee to address a salary compaction issue between classifications. The salary adjustment shall not exceed ten percent (10%) of the employee's base salary.~~

Department Restructuring Adjustment Program

~~In order to address budget constraints within the various departments it may be necessary to restructure personnel allocations within a department. This may include implementing a hiring freeze and/or elimination of positions altogether. Should a department be restructured and cause a significant redistribution of work upon any employee such that they are not only performing their regular assignments, but are also performing the duties regularly assigned to another classification, the City Manager shall have the sole discretion to issue a salary adjustment to any other employee to address the redistribution of work to that employee. The salary adjustment shall not exceed ten percent (10%) of the employee's base salary.~~

SECTION IV. EXECUTIVE ASSISTANT TO THE CITY MANAGER

~~The position of Executive Assistant to the City Manager shall be compensated pursuant to the following salary range:~~

	Minimum	Maximum
Annual	\$50,245.53	\$65,319.19
Monthly	\$4,187.13	\$5,443.27
Bi Weekly	\$1,932.52	\$2,512.28
Hourly	\$24.16	\$31.40

~~The position of Executive Assistant to the City Manager shall receive supplemental benefits pursuant to Appendix "H" of the Personnel Rules and Regulations.~~

Furthermore, the existing language in *Section II.D. Fringe Benefits – Elected Officials – Deferred Compensation* shall be replaced with the following revised language:

SECTION II.D. FRINGE BENEFITS – ELECTED OFFICIALS – DEFERRED COMPENSATION

Deferred Compensation: In accordance with an opinion issued by the California Attorney General, should a City Council member opt not to participate in the City's medical insurance program, the City will provide an amount, from zero dollars up to the equivalent value of the applicable maximum monthly contribution provided to non-safety employees for medical insurance coverage, into the City's deferred compensation program on behalf of the City Council member.

**SIDE LETTER OF AGREEMENT
BETWEEN
THE CITY OF MONROVIA
AND THE
MONROVIA MID-MANAGEMENT EMPLOYEES (APPENDIX H)**

Representatives of the City of Monrovia and the Monrovia Mid-Management Employees (Mid-Management), have met and conferred and reached agreement on this *Side Letter of Agreement* to the Mid-Management Memorandum of Understanding (MOU) dated July 21, 2015 through June 30, 2017.

This *Side Letter of Agreement* will modify the following sections of the Mid-Management MOU dated July 21, 2015 through June 30, 2017, with regard to implementation of a classification and compensation study and related other related adjustments:

- *Section I. Mid-Management Designations*
- *Section XX. Administration of Benefits*

The parties agree that the existing language in *Section I. Mid-Management Designations* and *Section XX. Administration of Benefits* shall be replaced with the following revised language:

SECTION I. MID-MANAGEMENT DESIGNATIONS

The following positions shall be considered Mid-Management and subject to the compensation and supplemental benefit levels provided herein:

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Assistant to the City Manager ▪ Building & Safety Division Manager ▪ Chief Deputy City Clerk ▪ Deputy Administrative Services Director / Finance Division Manager ▪ Deputy City Manager ▪ Field Services Manager ▪ Fire Division Chief ▪ Human Resources Manager | <ul style="list-style-type: none"> ▪ Information Systems Manager ▪ Library & Recreation Manager ▪ <u>Library Manager</u> ▪ Neighborhood & Business Services Division Manager ▪ Planning Division Manager ▪ Police Captain ▪ Police Lieutenant ▪ Public Works Division Manager ▪ <u>Recreation Manager</u> ▪ <u>Water System Manager</u> |
|---|--|

SECTION XX. ADMINISTRATION OF BENEFITS

Excepting the salary levels and benefits provided herein, the following positions shall be subject to the provisions of the respective appendix in the areas of uniform, clothing, and safety equipment allowances; certification pay; paramedic training allowance; sick leave incentive program; leave provisions; bilingual pay; health / medical benefits; and retirement benefits.

CLASSIFICATION	APPENDIX
Assistant to the City Manager	B
Building & Safety Division Manager	B
Chief Deputy City Clerk	B
Deputy Administrative Services Director / Finance Division Manager	B
Deputy City Manager	B
Field Services Manager	B
Fire Division Chief	A
Human Resources Manager	B
Information Systems Manager	B
Library & Recreation Manager	B
<u>Library Manager</u>	<u>B</u>
Neighborhood & Business Services Division Manager	B
Planning Division Manager	B
Police Captain	G
Police Lieutenant	G
Public Works Division Manager	B

Recreation Manager	B
Water System Manager	B