

RESOLUTION NO. 2016-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARINA AUTHORIZING: 1) AMENDMENTS TO CITY COMPENSATION PLAN, CLASSIFICATION PLAN, JOB DESCRIPTIONS AND SALARY SCHEDULES FOR VARIOUS CITY CLASSIFICATIONS; 2) AMENDMENTS TO VARIOUS DEPARTMENT HEAD AND CITY MANAGER EMPLOYMENT CONTRACTS; APPROPRIATE BUDGETARY AMENDMENTS TO FISCAL YEAR 2015/16 BUDGET

WHEREAS, the City's Personnel Manual under Sections 7 Position Classification Plan and Section 8 Compensation and Salary Administration provides for the establishment of a Classification Plan and a Compensation Plan; and

WHEREAS, the purpose of the Classification Plan is to provide a complete and continuous inventory of all positions in City service and to provide descriptions and specifications for each classification. The plan standardizes titles, each of which is indicative of a definite range of duties and responsibilities and has the same meaning throughout City service; and

WHEREAS, the Personnel Officer is responsible for the maintenance of the classification plan and for recommending to the City Manager the establishment of new classes, or the combination, alteration or abolishment of existing classes to ensure the efficient and equitable operation of the Classification Plan. The City Council shall approve the establishment of new classes, the reclassification of existing classes, or the combination, alteration or abolishment of existing classes.

WHEREAS, the Compensation Plan establishes the salary range and salary steps or rates of pay for each classification in the City. The purpose of the Compensation Plan is to provide equitable and competitive compensation for all employees in accordance with approved compensation policies and practices. The Personnel Officer shall administer the compensation plan for all city employees, except for the City Manager which is administered by the City Council. If a salary review indicates that there should be adjustments in the Compensation Plan, the Personnel Officer shall make appropriate recommendations to the City Council; and

WHEREAS, The City has completed a review of job classifications within our competitive labor market and also an analysis of internal alignments with job classifications and is proposing the following salary range equity adjustments:

Classification	Monthly Current Salary Range	Monthly Proposed Salary Range
Administrative Assistant II	3,273 – 3,954	3,633 – 4,389
Building Permit Technician	3,976 – 4,803	4,333 – 5,235
Community Services Officer	3,719 – 4,492	3,868 – 4,672
Safety Records Supervisor	3,770 – 4,560	4,222 – 5,107
Safety Records Technician	3,278 – 3,956	3,573 – 4,312
HR Analyst	5,262 – 6,396	5,472 – 6,651
Police Commander	8,268 – 10,050	8,929 – 10,854
Fire Division Chief	7,247 – 8,808	7,972 – 9,688
Recreation Instructor	10.70/Hr	11.25/Hr
Police Chief	12,282	13,510
Recreation Director	9,905	10,300

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Marina that it does hereby:

1. Adopt Resolution No. 2016-, approving Salary range adjustments establishing new ranges for the following classifications:
  - a. Administrative Assistant II - \$3,633 - \$4,389 per month
  - b. Building Permit Technician \$4,333 - \$5,235 per month
  - c. Community Services Officer \$3,868 - \$4,672 per month
  - d. Public Safety Records Supervisor \$4,222 - \$5,107 per month
  - e. Public Safety Records Technician \$3,573 - \$4,312 per month
  - f. Human Resource Analyst \$5,472 - \$6,651 per month
  - g. Police Commander \$8,929 - \$10,854 per month
  - h. Fire Division Chief \$7,972 - \$9,688
  - i. Recreation Instructor \$11.25 per hour
2. Amend the approved Classification Plan for Fiscal Year 2015/16 and replace a vacant Deputy City Clerk position with an Executive Assistant position.
3. Amend the Classification Plan and create a new Public Works Director/City Engineer classification and authorize the filling of the Public Works Director/City Engineer position.
4. Authorize Finance Director to make appropriate accounting and budgetary amendments

PASSED AND ADOPTED by the City Council of the City of Marina at a regular meeting duly held on this 5<sup>th</sup> day of January, 2016 by the following vote:

AYES, COUNCIL MEMBERS: Brown, Morton, O'Connell, Delgado

NOES, COUNCIL MEMBERS: None

ABSENT, COUNCIL MEMBERS: Amadeo

ABSTAIN, COUNCIL MEMBERS: None

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Bruce C. Delgado, Mayor

ATTEST:

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Anita Sharp, Deputy City Clerk

Honorable Mayor and Members  
of the Marina City Council

City Council Meeting  
of January 5, 2016

**CITY COUNCIL CONSIDER ADOPTING RESOLUTION NO. 2016-,  
AUTHORIZING: 1) AMENDMENTS TO CITY COMPENSATION PLAN,  
CLASSIFICATION PLAN, JOB DESCRIPTIONS AND SALARY  
SCHEDULES FOR VARIOUS CITY CLASSIFICATIONS; 2)  
AMENDMENTS TO VARIOUS DEPARTMENT HEAD AND CITY  
MANAGER EMPLOYMENT CONTRACTS; APPROPRIATE  
BUDGETARY AMENDMENTS TO FISCAL YEAR 2015/16 BUDGET**

**REQUEST:**

It is requested that the City Council consider adopting Resolution No. 2016 approving:

1. Salary range adjustments establishing new ranges for the following classifications:
  - a. Administrative Assistant II - \$3,633 - \$4,389 per month
  - b. Building Permit Technician \$4,333 - \$5,235 per month
  - c. Community Services Officer \$3,868 - \$4,672 per month
  - d. Public Safety Records Supervisor \$4,222 - \$5,107 per month
  - e. Public Safety Records Technician \$3,573 - \$4,312 per month
  - f. Human Resource Analyst \$5,472 - \$6,651 per month
  - g. Police Commander \$8,929 - \$10,854 per month
  - h. Fire Division Chief \$7,972 - \$9,688
  - i. Recreation Instructor \$11.25 per hour
2. Amend the employment contract of the Police Chief establishing a new monthly salary of \$13,510 per month
3. Amend the employment contract of the Recreation Director establishing a new month salary of \$10,300 per month.
4. Amend the employment contract of the City Manager establishing a new monthly salary and other contract amendments (proposed changes to be provided after final review in closed session by city council prior to the meeting)
5. Amend the approved Classification Plan for Fiscal Year 2015/16 and replace a vacant Deputy City Clerk position with an Executive Assistant position.
6. Amend the Classification Plan and create a new Public Works Director/City Engineer classification and authorize the filling of the Public Works Director/City Engineer position.
7. Authorize Finance Director to make appropriate accounting and budgetary amendments

**BACKGROUND**

The City's Personnel Manual under Sections 7 Position Classification Plan and Section 8 Compensation and Salary Administration provides for the establishment of a Classification Plan and a Compensation Plan.

### Classification Plan

The purpose of the Classification Plan is to provide a complete and continuous inventory of all positions in City service and to provide descriptions and specifications for each classification. The plan standardizes titles, each of which is indicative of a definite range of duties and responsibilities and has the same meaning throughout City service.

The Personnel Officer is responsible for the maintenance of the classification plan and for recommending to the City Manager the establishment of new classes, or the combination, alteration or abolishment of existing classes to ensure the efficient and equitable operation of the Classification Plan. The City Council shall approve the establishment of new classes, the reclassification of existing classes, or the combination, alteration or abolishment of existing classes.

### Compensation Plan

The Compensation Plan establishes the salary range and salary steps or rates of pay for each classification in the City. The purpose of the Compensation Plan is to provide equitable and competitive compensation for all employees in accordance with approved compensation policies and practices. The Personnel Officer shall administer the compensation plan for all city employees, except for the City Manager which is administered by the City Council. If a salary review indicates that there should be adjustments in the Compensation Plan, the Personnel Officer shall make appropriate recommendations to the City Council.

### General Principles and Practices

In order to attract and retain qualified personnel at all levels of the organization and to motivate a high performing workforce, the City of Marina establishes and maintains fair, uniform, and competitive salary ranges. These ranges are consistent with the economic constraints of the City and the labor market in which we compete while also retaining internal equity with other classifications. In establishing salary ranges, the City generally targets at being in the middle of our competitive labor market. The City's competitive labor market area includes but is not necessarily limited to the following cities: Seaside, Salinas, Monterey, Pacific Grove, Hollister, Gilroy, Morgan Hill, Paso Robles, San Luis Obispo, Watsonville and Santa Cruz.

Specific objectives in establishing salary ranges include:

- Reflecting the value of various jobs, as determined by a system of continuing job evaluation and review, taking into account the duties and level of responsibility of each job; establishing and maintaining appropriate differentials between job levels;
- Surveying other competitive agencies who employ similar positions; maintaining a salary structure in proper relation to competitive pay practices in the labor markets in which the city competes; adjust pay ranges when warranted by changing economic and competitive factors as determined by periodic surveys;
- Establishing salary ranges consistent with the City's fiscal ability to maintain City services at a level consistent with projected revenues and Council direction;
- Establishing and maintaining salary ranges that assure internal alignment of classifications within each salary range and with job classifications throughout the City;

Other factors the City considers when establishing salary ranges includes reviewing the local area's consumer price index, salary increases granted by comparable employers within the established labor market and other economic and market condition indicators.

In surveying salaries the City typically looks at only certain benchmark classifications rather than every classification. Salary for purposes when comparing to other agencies includes: salary + any employee retirement percentage paid by the City.

Periodically the City makes an equity adjustment to specific job classifications to reflect changes in the competitive market place as determined by salary surveys and review of internal alignment. The City generally targets establishing our salary ranges at the middle of our competitive market.

**ANALYSIS**

Salary Adjustments

The City has completed a review of job classifications within our competitive labor market and also an analysis of internal alignments with job classifications and is proposing the following salary range equity adjustments:

Classification	Monthly Current Salary Range	Monthly Proposed Salary Range
Administrative Assistant II	3,273 – 3,954	3,633 – 4,389
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The proposed changes will move the proposed classifications towards the middle of the competitive market in their respective salary ranges. The proposed changes take into account that labor negotiations are underway with all bargaining units. The fiscal impact of these proposed changes is approximately \$150,000 annually. Since we are halfway through the fiscal year 2015/16 budget, the impact will be \$75,000 this current fiscal year. The effective date of the proposed changes will be the next payroll date.

There are also proposed amendments to the City Manager’s employment agreement. These will be reviewed with City Council in closed session prior to the City Council meeting and will be available to the public prior to the beginning of the City Council meeting.

Classification Plan Amendment

I. Replace vacant Deputy City Clerk position with an Executive Assistant position

In the current budget (Fiscal Year 2015/16) the City Council has authorized two Deputy City Clerk positions. Both of these positions perform the functions of the Deputy City Clerk, however, they also serve as Executive Assistant to the City Manager, essentially job sharing the responsibilities of the Deputy City Clerk and Executive Assistant position at the Deputy City Clerk classification level. One of the Deputy City Clerks has accepted a position with another agency. Rather than recruit and fill the vacant Deputy City Clerk position, it is proposed that the position remain unfilled and instead an Executive Assistant position be filled. Both the Executive Assistant and Deputy City Clerk position would be the primary backup for each other. The City Manager’s office will operate more efficiently having clearly defined roles and responsibilities for the Deputy City Clerk and Executive Assistant positions.

## II. Create a new Public Works Director/City Engineer Classification and establish a Public Works Department

Under the City's current organizational structure the Community Development Department is divided into five major program areas: planning; building inspection; engineering, public works maintenance; and code enforcement. The following is a more detailed breakdown of these activities and operations.

- Current and advance planning, development projects, processing and issuing zoning approvals
- Administration of the General Plan, Specific Plans, Zoning and Subdivision Ordinances and all other land use planning policies, codes and regulations.
- Building plan check, permitting and construction inspection
- Construction project management
- Code enforcement
- Staff support for Design Review Committee, Planning Commission and Public Works Commission
- Transportation planning
- City engineering development review, design and inspection
- Capital improvement program
- Landscape and Lighting District management
- Storm water management
- Water system management
- Traffic engineering and control
- Garbage and landfill contracts
- Public Works maintenance – including streets, storm drain, parks, trees and customer service requests
- Building facilities
- Vehicle maintenance

The City has approved staffing for a Community Development Director, Planning Manager, Senior Planner and an Administrative Assistant II to handle most planning related activities. Additional support for planning related activities is provided through a contract with CSG and also temporary hires.

Engineering support is provided through a contract with CSG and other consultants. CSG provides a city engineer (two days per week – Nourdin) and an assistant civil engineer (Edrie) on a daily basis. Additional staff support as needed is also provided by CSG.

It is proposed that the City create a new Public Works Department and authorize a Public Works Director/City Engineer position which will be responsible for all engineering, capital improvement program, storm water, water, traffic engineering, garbage and landfill contract management, public works maintenance, building facility and vehicle maintenance, and managing CSG and other consulting contracts. The public works division staff including an Administrative Assistant II will report to the Public Works Director/City Engineer.

Building division activities and code enforcement will continue to report to the Community Development Department.

The proposed Public Works Director/City Engineer position is expected to be funded completely through salary savings from contract services with CSG. The City will continue to need and will utilize CSG for additional engineering support. The Public Works Director/City Engineer office will be in the Community Development Department Building.

As an alternative, the City Council could consider funding an Engineering Services Manager/City Engineer position which would report to the Community Development Director. The salary for this position would probably be \$10,000 - \$15,000 less than a Public Works Director position. However, given the current development that is going on in the city and the projected new development that will start in 2016, the Community Development Department will still be stressed for time and resources. Additionally, a housing element update is currently underway and being managed by the Community Development Department and a major update to the General Plan is needed soon.

If the Public Works Director/City Engineer position is approved by the City Council, staff will bring back a new Public Works Director/City Engineer and an amended Community Development Director job description for approval at the next City Council meeting.

### **FISCAL IMPACT**

The fiscal impact of the proposed changes to the salary ranges including amendments to the Police Chief, Recreation Director and City Manager contracts is expected to be \$150,000 annually or \$75,000 for the current Fiscal Year 2015/16 budget. There is fund balance from the current Fiscal Year 2015/16 budget to fund the \$75,000. Additionally, this will be able to be funded from ongoing revenue sources in future budget years.

There is no anticipated fiscal impact for creating and filling a Public Works Director/City Engineer classification. This is anticipated to be funded through savings from consulting contracts, primarily CSG.

The proposed change of the Deputy City Clerk position to Executive Assistant will save approximately \$6,000 annually.

Respectfully submitted,

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Layne P. Long  
City Manager  
City of Marina