



## Legislation Details (With Text)

**File #:** 20-0004      **Version:** 1  
**Type:** Consent - Staff Report      **Status:** Agenda Ready  
**In control:** City Council Regular Meeting  
**On agenda:** 1/7/2020      **Final action:**  
**Title:** Consider Approving a Comprehensive Citywide Salary Schedule for all City Positions and Adjustments to Salary Ranges (Human Resources Director Jenkins).  
ADOPT RESOLUTION NO. 20-0002

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Resolution No. 20-0002, 2. Salary Schedule 2020

| Date     | Ver. | Action By                    | Action | Result |
|----------|------|------------------------------|--------|--------|
| 1/7/2020 | 1    | City Council Regular Meeting |        |        |

**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Lisa Jenkins, Human Resources Director

**SUBJECT:**

Consider Approving a Comprehensive Citywide Salary Schedule for all City Positions and Adjustments to Salary Ranges (Human Resources Director Jenkins).

**ADOPT RESOLUTION NO. 20-0002**

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**RECOMMENDATION:**

Staff recommends that the City Council adopt Resolution No. 20-0002 approving the attached comprehensive citywide salary schedule, which includes negotiated MOU increases for certain represented sworn and non-sworn employees and salary adjustments for certain unrepresented part-time classifications.

**FISCAL IMPLICATIONS:**

The cost of the salary adjustments included on the attached salary schedule were accounted for during the approval process for the Memoranda of Understanding (MOU) for represented classifications and included in the current budget for all classifications.

**BACKGROUND:**

The salary schedule reflects salary range or step adjustments for the bargaining units with negotiated increases in multi-year contracts, which include Manhattan Beach Police Officers' Association (MBPOA), Manhattan Beach Police Management Association (MBPMA), Teamsters Local 911

(Teamsters) and the Manhattan Beach Part-Time Employees Association (MBPTEA).

There are also several adjustments to the part-time schedule to reflect future needs, adjust salary steps or ranges commensurate with the full-time equivalent positions, and address the immediate impacts of the most recent minimum wage increase effective January 1, 2020.

The attached resolution and salary schedule fulfills California Public Employees Retirement System (CalPERS) requirements for a comprehensive publicly available pay schedule. Per these requirements, the salary schedule pending approval includes all City positions, regardless of whether there is a proposed salary range adjustment for the position.

## **DISCUSSION:**

Manhattan Beach Police Officers' Association and Police Management Association negotiated an adjustment of 1.20% to their salary ranges effective January 4, 2020. Teamsters, which represents the majority of non-sworn employees in the City, also negotiated an adjustment of 1.56% to their salary schedule effective the same time. All of these previously negotiated adjustments are reflected on the attached salary schedule with the agreed upon effective date of January 4, 2020.

In the most recently approved MOU, the Manhattan Beach Part-time Employees Association (MBPTEA), which represents part-time Transportation Services Operators (Dial-A-Ride drivers), negotiated a 1.56% increase effective January 4, 2020, commensurate with the increase negotiated by Teamsters for the full-time equivalent positions. Similarly, there are other full-time classifications with part-time equivalent positions (unrepresented), adjusted on the attached salary schedule with the same 1.56% increase negotiated for their full-time equivalent position. This adjustment ensures that part-time positions do not fall behind their full-time counterparts and that pay is comparable for full-time and part-time positions with similar job duties.

The Personnel Rules allow the City Manager to adjust the pay plan (salary steps) for part-time positions to ensure that the part-time classifications meet the needs of the City (Rule V, Section 12C.5). The salary schedule reflects an adjustment to the salaries for several part-time positions (Administrative Intern, Police Intern, Recreation Leader I, Custodian, Maintenance Assistant, and Warehouse Assistant) directly impacted by the minimum wage increase effective January 1, 2020. The adjusted salary range complies with the minimum wage increase while maintaining a three-step salary range. Adjusting the salary ranges for these positions impacted by the minimum wage without adjusting higher but related positions can erode an established differential and promotional opportunity with other part-time positions. Accordingly, adjustments to certain positions (Recreation Leader II, Pool Lifeguard/Instructor, and Assistant Pool Manager) are recommended to ensure the City is able to continue to recruit and incentive employees to move into higher level positions with additional requirements, and maintain an appropriate differential.

Staff intends to conduct a further review of the impacts of future state minimum wage increases, as well as an evaluation of the City's current and future needs for its unrepresented part-time classifications. Following this review, additional changes to the part-time classification and compensation structure will likely be recommended, which would be reflected on a future salary schedule. Additionally, staff is evaluating positions that should be added to, deleted from, or modified in future updates to the part-time salary plan. Currently, there are some positions on the attached salary schedule that are not in the City's budgeted position control, and staff will determine if they should remain or be adjusted for future use.

In addition to approving the recommended adjustments for part-time positions, the attached classification and salary listing serves to comply with California Public Employees' Retirement System (CalPERS) requirements that the City Council approve a publicly available pay schedule for all negotiated pay rate increases. These requirements are contained in Government Code § 20636(b) (1) and California Code of Regulations (CCR) § 570.5. In order to meet CalPERS requirements, the City Council is required to adopt a comprehensive publicly available pay schedule independent from the salary schedules attached to the MOU or approved as part of the budget process.

**PUBLIC OUTREACH:**

After analysis, staff determined that public outreach was not required for this issue.

**LEGAL REVIEW:**

The City Attorney has reviewed this report and determined that no additional legal analysis is necessary.

**ATTACHMENTS:**

1. Resolution No. 20-0002
2. Salary Schedule (2020)