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Title: CONSIDER MULTIPLE RESOLUTIONS AMENDING THE COMPENSATION AND BENEFITS FOR FULL TIME AND PART TIME COUNCIL AIDE CLASSIFICATIONS AND AMENDING BENEFITS FOR THE CHIEF DEPUTY CITY CLERK AND CHIEF DEPUTY CITY TREASURER (CITY COUNCIL)

Sponsors:

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Attachments: 1. Exhibit 1 - Reso No. 22-241 - CA Salaries Budget Amend, 2. Exhibit 2 - Reso No. 22-240 - Council Aide, 3. Exhibit 3 - Council Aide - Finalized job specs, 4. Exhibit 4 - Exh. B to Reso No. 22-240 - Salary & Benefits for Council Aide, 5. Exhibit 5 - Reso No. 22-245 - Chief Deputy Clerk-Treasurer Medical & Education Reimb

Date	Ver.	Action By	Action	Result
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Report to Mayor and City Council

Tuesday, December 06, 2022

Consent

SUBJECT:

CONSIDER MULTIPLE RESOLUTIONS AMENDING THE COMPENSATION AND BENEFITS FOR FULL TIME AND PART TIME COUNCIL AIDE CLASSIFICATIONS AND AMENDING BENEFITS FOR THE CHIEF DEPUTY CITY CLERK AND CHIEF DEPUTY CITY TREASURER (CITY COUNCIL)

I. SUMMARY

Under guidance from the Mayor and the City Council, the City Manager’s Office is presenting Resolution No. 22-240 to amend the compensation range and benefits for the part-time and full-time Council Aide classifications, which are all unrepresented and at-will unclassified employees, and select benefits for the Chief Deputy City Clerk and Chief Deputy City Treasurer classifications. The proposed amendment for Council Aides is to adjust the salary range by increasing compensation by 7.5% effective November 26, 2022; consistent with Cost-of-Living Adjustment (COLA) increases recently afforded to other represented employees for Fiscal Year 2021-2022. Additionally, the proposal includes an increase in the medical benefit coverage and the tuition education reimbursement benefit; both to match the enhancements afforded to the represented employees recently.

II. RECOMMENDATION

WAIVE further reading and ADOPT the following Resolutions:

1. Resolution No. 22-241, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY AMENDING THE COMPENSATION AND BENEFITS FOR FULL TIME AND PART TIME COUNCIL AIDE CLASSIFICATIONS, AND RESCINDING RESOLUTION NO. 22-107, AND ANY OTHER PRIOR SIMILAR RESOLUTIONS (CITY COUNCIL)".
2. Resolution No. 22-240, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE FISCAL YEAR 2022-23 BUDGET, IN THE CITY MANAGER'S OFFICE, FOR THE ADJUSTMENT OF SALARIES AND BENEFITS OF PERSONNEL RESULTING FROM AMENDMENTS TO THE COMPENSATION AND BENEFITS RESOLUTIONS FOR FULL-TIME TIME AND PART-TIME COUNCIL AIDES AND CHIEF DEPUTY CITY CLERK AND CHIEF DEPUTY CITY TREASURER (CITY COUNCIL)".
3. Resolution No. 22-245, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING AND RESTATING RESOLUTION NO. 19-042 ADJUSTING THE EMPLOYER'S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT (PEMHCA) AND ESTABLISHING A TUITION EDUCATION REIMBURSEMENT BENEFIT FOR THE CLASSIFICATIONS OF CHIEF DEPUTY CITY CLERK AND CHIEF DEPUTY CITY TREASURER. (CITY COUNCIL)".

III. ALTERNATIVES

TAKE another action that the City Council deems necessary.

IV. BACKGROUND

The City Council recently approved successor Memorandums of Understanding with four of the full-time bargaining units. The multi-year agreements included various cost of living enhancements to salary and health insurance benefits for city employees. Additionally, the City's unrepresented management employees also received similar increases to match the level of compensation of subordinate employees. To remain consistent with this pattern, staff is seeking approval of adjustments to the salaries for the full-time and part-time Council Aide classifications as well as increased health insurance premiums and tuition education reimbursement benefit for full time Council Aide classification and the Chief Deputy City Clerk and Chief Deputy City Treasurer classifications.

On December 3rd of 2019, the City Council adopted the classification of Council Aide, and approved the creation of five part-time positions, with one Council Aide for each of the council members, including the mayor. Later on June 21, 2022, the City Council adopted an amendment to the classification and also established the position of full-time council aide, along with corresponding and updated compensation and benefits for both full-time

and part-time Council Aide classifications. This was due to the increased need for Council Aides to provide administrative support to their assigned elected officials during an ever-expanding calendar of events.

The Council Aide - Fulltime positions are unrepresented and at-will. Incumbents in the Council Aide classifications are:

1. At-will
2. Unrepresented
3. FLSA Exempt (for full-time positions)
4. Limited duration upon:
 - a. Assigned elected official vacating his/her seat;
 - b. Elected official recommending the termination of employment;
 - c. Incumbent found to be in violation of applicable laws and regulations, or City municipal code;
 - d. City Manager or his/her designee terminating employment.

Each elected City Council member has one Council Aide incumbent reporting to her/him.

The proposed amended compensation and benefits for the Council Aide classification are as set forth in Exhibits 2 and 4 to this report and is included in the recommended approval thereof. City Management is proposing the adoption of a revised compensation range to reflect a 7.5% pay adjustment effective November 26, 2022 to remain consistent with recent increases to other represented employees:

Current:

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Council Aide (PT)	\$32.00	\$33.60	\$35.28	\$37.05	\$38.91	\$40.86
Council Aide (FT)	\$5,546.67	\$5,824.00	\$6,115.20	\$6,422.00	\$6,744.40	\$7,082.40

Proposed (+7.5%):

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Council Aide (PT)	\$34.40	\$36.12	\$37.93	\$39.83	\$41.83	\$43.92
Council Aide (FT)	\$5,962.67	\$6,260.80	\$6,573.84	\$6,903.65	\$7,250.23	\$7,613.58

Proposed amendments to the benefits of each full-time classification include increasing the employer’s contribution to the medical health coverage consistent with the full family HMO premium from Kaiser Permanente of the Los Angeles Region (including Riverside and San Bernardino counties). Unused premium allowances, up to \$200.00/month of the remainder may be applied towards additional City offered benefits as outline in the resolutions. Additionally, tuition education reimbursement benefit is proposed as outline in the resolution(s).

V. FISCAL IMPACT

The adopted Fiscal Year 2022-23 General Fund operating budget does not currently include an allocation for the proposed increases in compensation and select benefits. As such, staff recommends that City Council consider approving a budget amendment (Exhibit 1 - Resolution No 22-241) in the amount of \$231,177 from the undesignated fund reserve to various salaries and benefits accounts in the current fiscal year operating budget to accommodate these adjustments.

VI. EXHIBITS

1. Exhibit 1 - Resolution No. 22-241, Budget Amendment (pgs. 5 - 6)
2. Exhibit 2 - Resolution No. 22-240, Council Aides FT/PT (pgs. 7 - 8)
3. Exhibit 3 - Class Specification - Council Aide (Exhibit A to Reso No. 22-240) (pgs. 9 - 11)
4. Exhibit 4 - Compensation & Benefits for Council Aide (Exhibit B to Reso No. 22-240) (pgs. 12 - 18)
5. Exhibit 5 - Resolution No. 22-245, Chief Deputies Benefits (pgs. 19 - 21)

1.

Prepared by: City Manager's Office