



CITY OF RANCHO PALOS VERDES

MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
FROM: DENNIS McLEAN, DIRECTOR OF FINANCE & INFORMATION TECHNOLOGY
DATE: OCTOBER 4, 2011
SUBJECT: ADOPTION OF REVISED EMPLOYEE SALARY RANGES FOR FISCAL YEAR 2011-2012
REVIEWED: CAROLYN LEHR, CITY MANAGER

Staff Coordinator: Kathryn Downs, Deputy Director of Finance & Information Technology

RECOMMENDATION

- 1) Adopt Resolution No. 2011- , revising salary and hourly ranges for all competitive, management and part-time employee job classifications and rescinding Resolution No. 2011-45; and
- 2) Approve the First Amendment to Restated Employment Agreement between the City and City Manager to concurrently incorporate the terms and conditions regarding the pension revision decision made by the City Council on September 20, 2011.

DISCUSSION

On September 20th, the City Council approved a revision of the City's employee pension program. The City Council's direction included the following:

1. Effective with the pay period beginning September 23, 2011, discontinue the 6.5% employer paid member contribution for full-time employees in conjunction with a one-time salary increase of 5%; and
2. Effective with the pay period beginning September 23, 2011, discontinue the 1% employer paid member contribution for part-time employees in conjunction with a one-time salary increase of 1%.

Staff has prepared a revision of the FY11-12 Salary Ranges (exhibit A of the attached salary range resolution) to affirm the City Council's direction, and increase all full-time employee ranges by 5% and all part-time ranges by 1%, effective September 23rd. In addition, attached to this report is an amendment to the City Manager's employment

ADOPTION OF REVISED EMPLOYEE SALARY RANGES FOR FISCAL YEAR 2011-2012

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agreement that implements this change to the City Manager's compensation. This is a housekeeping item that is necessary to carry out the City Council's September 20th direction to transfer the 6.5% member contribution from the City to employees in exchange for the one-time 5% salary increase. Additionally, the attached Exhibit B to the proposed Resolution No. 2011- , includes the provision of car allowances to certain employees, which are identical to the amounts that the City Council approved previously in Resolution No. 2011-45. This provision is necessary because the attached resolution is replacing the entirety of Resolution No. 2011-45.

During its consideration on June 21, 2011 of the Restated Employment Agreement between the City and City Manager, the parties mutually agreed that the City Manager's employment agreement would be amended to concurrently incorporate the terms and conditions regarding the pension revision decision that was ultimately made by the City Council on September 20, 2011. The attached draft First Amendment to Restated Employment Agreement between the City and City Manager incorporates the agreement that the City will transfer the 6.5% member contribution to the City Manager in exchange for the one-time 5% salary increase. This proposed amendment is consistent with the action taken by the City Council on September 20, 2011.

Attachments

Resolution No. 2011- , revising salary and hourly ranges for all competitive, management and part-time employee job classifications and rescinding Resolution No. 2011-45

Exhibit A – Salary and Hourly Schedule for Competitive, Management and Part-Time Positions

Exhibit B – Schedule for Auto Allowances

Amendment to the City Manager's employment agreement

RESOLUTION NO. 2011-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES REVISING SALARY AND HOURLY RANGES FOR ALL COMPETITIVE, MANAGEMENT AND PART-TIME EMPLOYEE JOB CLASSIFICATIONS AND RESCINDING RESOLUTION NO. 2011-45

WHEREAS, on September 20, 2011 at a regular public meeting, the City Council directed that all fiscal year 2011-2012 full-time employee salary ranges be increased by five (5) percent, as a partial offset to requiring increased employee pension contributions equivalent to six and one-half (6.5) percent of subject full-time employee salaries.

WHEREAS, on September 20, 2011 at a regular public meeting, the City Council directed that all fiscal year 2011-2012 part-time employee salary ranges be increased by one (1) percent, as an offset to requiring increased employee pension contributions equivalent to one (1) percent of subject part-time employee salaries.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

Section 1: The revised salary and hourly ranges for City job classifications are effective September 23, 2011.

Section 2: The salary and hourly ranges for City job classifications are adopted as outlined in the attached Exhibit "A."

Section 3: A monthly car allowance, for certain job classifications, is adopted as outlined in the attached Exhibit "B."

Section 4: Resolution No. 2011-45 is hereby rescinded and replaced by this resolution.

PASSED, APPROVED and ADOPTED this 4th of October 2011.

Mayor

ATTEST:

City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF RANCHO PALOS VERDES)

I, Carla Morreale, City Clerk of the City of Rancho Palos Verdes, hereby certify that the above Resolution No. 2011- was duly and regularly passed and adopted by the said City Council at a regular meeting thereof held on October 4, 2011.

City Clerk

**SALARY AND HOURLY SCHEDULE
FOR COMPETITIVE, MANAGEMENT AND PART-TIME POSITIONS**

Exhibit A
1 of 2

	<u>Monthly Salary</u>		<u>Annual Salary</u>		<u>Hourly Salary</u>	
	<u>BOTTOM TO TOP</u>		<u>BOTTOM TO TOP</u>		<u>BOTTOM TO TOP</u>	
COMPETITIVE POSITIONS						
<i>Finance & Information Technology:</i>						
Accounting Manager	7,163	--	9,303	85,960	--	111,642
Senior Accountant	6,073	--	7,888	72,881	--	94,662
Accountant	5,521	--	7,171	66,255	--	86,052
Senior Account Technician	4,787	--	6,218	57,439	--	74,620
Account Technician	4,274	--	5,552	51,285	--	66,625
Account Clerk	3,776	--	4,902	45,307	--	58,823
Senior Information Technician	6,547	--	8,501	78,567	--	102,014
<i>City Clerk:</i>						
Deputy City Clerk	4,985	--	6,476	59,815	--	77,708
<i>Community Development:</i>						
Principal Planner	7,329	--	9,517	87,943	--	114,207
Senior Planner	6,543	--	8,498	78,514	--	101,975
Associate Planner	5,842	--	7,588	70,104	--	91,051
Assistant Planner	5,141	--	6,677	61,693	--	80,128
Planning Technician	3,678	--	4,774	44,130	--	57,289
Building Inspector II	5,552	--	7,211	66,625	--	86,528
Building Inspector I	4,958	--	6,437	59,497	--	77,245
Permit Technician	4,227	--	5,488	50,729	--	65,858
Senior Code Enforcement Officer	5,516	--	7,163	66,189	--	85,960
Code Enforcement Officer	4,925	--	6,396	59,101	--	76,755
<i>Public Works:</i>						
Maintenance Superintendent	6,685	--	8,682	80,220	--	104,183
Senior Engineer	7,633	--	9,912	91,593	--	118,942
Associate Engineer	6,815	--	8,849	81,781	--	106,193
Assistant Engineer	6,133	--	7,965	73,595	--	95,574
Engineering Technician	4,675	--	6,071	56,099	--	72,854
Traffic Engineering Technician	4,675	--	6,071	56,099	--	72,854
Lead Worker	4,085	--	5,306	49,024	--	63,676
Maintenance Worker	3,127	--	4,615	37,518	--	55,385
Permit Clerk	3,704	--	4,810	44,448	--	57,725
Open Space & Trails Manager	6,543	--	8,498	78,514	--	101,975
<i>Parks & Recreation:</i>						
Recreation Program Supervisor	5,247	--	6,814	62,962	--	81,768
Recreation Services Manager	6,148	--	7,982	73,780	--	95,786
<i>Support:</i>						
Senior Administrative Analyst	6,330	--	8,220	75,962	--	98,642
Administrative Analyst II	4,886	--	7,341	58,638	--	88,089
Administrative Analyst II (Records Management)	4,886	--	7,341	58,638	--	88,089
Administrative Analyst	4,886	--	6,346	58,638	--	76,147
Executive Staff Assistant	4,979	--	6,468	59,749	--	77,615
Administrative Staff Assistant	4,220	--	5,479	50,637	--	65,753
Staff Assistant II	3,674	--	4,772	44,091	--	57,262
Staff Assistant I	3,232	--	4,199	38,788	--	50,386
MANAGEMENT POSITIONS						
Deputy City Manager	8,598	--	14,608	103,178	--	175,292
Director of Community Development	8,598	--	14,608	103,178	--	175,292
Director of Finance & Information Technology	8,598	--	14,608	103,178	--	175,292
Director of Public Works	8,598	--	14,608	103,178	--	175,292
Director of Parks & Recreation	8,598	--	14,608	103,178	--	175,292
Deputy Director of Community Development	7,548	--	12,780	90,575	--	153,365
Deputy Director of Finance & Information Technology	7,548	--	12,780	90,575	--	153,365
Deputy Director of Public Works	7,548	--	12,780	90,575	--	153,365
Human Resources Manager	7,548	--	12,780	90,575	--	153,365
Building Official	7,067	--	11,966	84,809	--	143,593
City Clerk	7,067	--	11,966	84,809	--	143,593
Assistant to the City Manager	7,090	--	9,207	85,077	--	110,479

**SALARY AND HOURLY SCHEDULE
FOR COMPETITIVE, MANAGEMENT AND PART-TIME POSITIONS**

Exhibit A
2 of 2

	<u>Monthly Salary</u>			<u>Annual Salary</u>			<u>Hourly Salary</u>		
	<u>BOTTOM TO TOP</u>			<u>BOTTOM TO TOP</u>			<u>BOTTOM TO TOP</u>		
	<u>Hourly Rates</u>								
PART-TIME POSITIONS	<u>BOTTOM TO TOP</u>								
Administrative/Public Works/Cable Intern	11.36	--	27.37						
Television Producer	15.15	--	30.30						
Park Ranger	15.72	--	20.41						
Permit Clerk	19.93	--	25.89						
Recreation Leader	10.07	--	13.07						
Recreation Leader II	11.44	--	14.85						
Recreation Specialist	15.72	--	20.41						
Staff Assistant I	17.54	--	22.78						
Staff Assistant II	19.93	--	25.89						

**SCHEDULE
FOR AUTO ALLOWANCES**

Exhibit B

POSITION	MONTHLY AMOUNT	
Deputy City Manager	150	
Director of Finance & Information Technology	150	
Director of Community Development	150	
Director of Public Works	150	
Director of Parks & Recreation	150	

**FIRST AMENDMENT TO RESTATED EMPLOYMENT
AGREEMENT BETWEEN THE CITY OF RANCHO PALOS
VERDES AND CAROLYN R. LEHR**

This agreement is made and entered into between the City of Rancho Palos Verdes ("CITY" or "EMPLOYER") and Carolyn Lehr ("EMPLOYEE"), amending their agreement titled "Fourth Amended and Restated Employment Agreement Between the City of Rancho Palos Verdes and Carolyn R. Lehr" ("AGREEMENT"). This amendment is effective as of September 23, 2011.

WHEREAS, the parties entered into the AGREEMENT, as of July 5, 2011, as an amended and restated employment agreement setting forth the rights and obligations of the parties; and

WHEREAS, the parties agreed in Paragraph D of Section 6 of the AGREEMENT to further amend the AGREEMENT to make the same adjustments to EMPLOYEE's retirement benefits and corresponding compensation as are approved by the City Council for other CITY Employees during fiscal year 2011-2012; and

WHEREAS, following a review of the CITY's pension plan, a majority of the City Council directed that effective with the pay period beginning September 23, 2011, the CITY will discontinue paying the 6.5% employer paid member contribution ("EPMC") for full time employees, including EMPLOYEE, and will increase the applicable salaries and salary ranges for full time employees by 5%, including the salary of EMPLOYEE, as a partial offset for discontinuing the EPMC benefit;

NOW, THEREFORE, the parties hereto agree that:

Section 1. Paragraph A of Section 6, of the Agreement is hereby amended to read as follows:

"A. Effective for the pay period beginning September 23, 2011, EMPLOYER agrees to pay EMPLOYEE for her services rendered pursuant hereto, a monthly salary of \$16,671.90, subject to legally permissible or required deductions and withholding, prorated and paid on CITY'S normal paydays. EMPLOYEE'S salary is compensation for all hours worked. EMPLOYEE shall be exempt from the overtime pay provisions of California law, if any, and federal law."

Section 2. Except as expressly amended herein, all of the provisions of the AGREEMENT shall remain in full force and effect.

IN WITNESS WHEREOF, the City Council of the City of Rancho Palos Verdes, California, has caused this first amendment to the AGREEMENT to be signed and executed on its behalf by its Mayor, and duly attested by its City Clerk, and EMPLOYEE has signed and executed this amendment, effective as of the date and year first above written.

Dated: _____

EMPLOYER
CITY OF RANCHO PALOS VERDES

MAYOR

ATTEST:

CITY CLERK

Dated: _____

EMPLOYEE

CAROLYN R. LEHR