

**RESOLUTION 2016-38**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS,  
COUNTY OF LOS ANGELES, ADOPTING AND EXTENDING THE PAY PLAN  
AND REIMBURSEMENT SCHEDULE FOR CITY EMPLOYEES**

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the City Council of the City of San Dimas does hereby resolve that:

**SECTION 1.** Resolution No. 2016-34 is hereby amended, and the following salary plan supersedes all previous plans, effective June 19, 2016 to read as follows:

<u>FULL TIME CLASSIFICATIONS</u>	<u>RANGE</u>	<u>MONTHLY SALARY</u>
<b><u>EXECUTIVE STAFF</u></b>		
City Manager	110	18,283
Assistant C. M. for Community Development	104	14,839
Assistant C. M. /Director of Admin. Serv./Treasurer	100	11,098-13,490
Director of Parks & Recreation	97	10,306-12,527
Director of Public Works	97	10,306-12,527
<b><u>ADMINISTRATIVE SERVICES</u></b>		
Administrative Services Manager	89	8,396-10,206
IS Administrator	73	5,726-6,960
Accounting Supervisor	71	5,449-6,594
Human Resource Specialist	63	4,512-5,449
Accounting Technician	57	3,911-4,727
Assistant City Clerk	61	4,311-5,240
<b><u>DEVELOPMENT SERVICES</u></b>		
Planning Manager	89	8,396-10,206
Building & Safety Superintendent	89	8,396-10,206
Senior Planner	80	6,763-8,191
Associate Planner	73	5,726-6,960
Building Inspector/Plans Examiner	75	6,017-7,314
Building Inspector I	71	5,449-6,594
Assistant Planner	67	4,970-6,041
Code Compliance Officer	63	4,512-5,449
Building Permit Technician II	63	4,512-5,449

<u>PUBLIC WORKS</u>	<u>RANGE</u>	<u>MONTHLY SALARY</u>
Senior Engineer	89	8,396-10,206
Public Works Maintenance Superintendent	83	7,275-8,843
Associate Engineer	80	6,763-8,191
Public Works Inspector	71	5,449-6,594
Public Works Maintenance Supervisor	71	5,449-6,594
Environmental Services Coordinator	64	4,626-5,622
Public Works Lead Worker	61	4,311-5,240
Equipment Mechanic	58	4,009-4,848
Equipment Operator	59	4,105-4,961
Street Maintenance Worker II	59	4,105-4,961
Street Maintenance Worker I	55	3,732-4,512

<u>PARKS AND RECREATION</u>		
Recreation Manager	85	7,643-9,290
Facilities Manager	85	7,643-9,290
Landscape Maintenance Manager	83	7,275-8,843
Municipal Arborist	71	5,449-6,594
Facilities Maintenance Supervisor	71	5,449-6,594
Landscape Maintenance Supervisor	71	5,449-6,594
Recreation Supervisor	71	5,449-6,594
Recreation Coordinator	63	4,512-5,449
Facilities Maintenance Worker II	59	4,105-4,961
Facilities Maintenance Worker I	55	3,732-4,511
Landscape Maintenance Worker II	59	4,105-4,961
Landscape Maintenance Worker I	55	3,732-4,512

<u>INTERDEPARTMENTAL</u>		
Administrative Analyst	67	4,970-6,041
Administrative Aide	63	4,512-5,449
Administrative Secretary	57	3,911-4,727
Departmental Assistant	52	3,504-4,259
Senior Office Assistant	46	3,022-3,647
Office Assistant	44	2,891-3,481

<u>HOURLY CLASSIFICATIONS</u>	<u>RANGE</u>	<u>HOURLY RATE</u>
<u>Administration Services</u>		
Parking Enforcement Officer	173	19.31-23.49
Senior Office Assistant	153	15.82-19.23
Administrative Intern	149	15.19-18.50
Office Assistant	148	15.06-18.30
Receptionist	116	10.95-13.34

<b><u>PARKS AND RECREATION</u></b>	<b><u>RANGE</u></b>	<b><u>HOURLY RATE</u></b>
Fitness Instructor	192	23.39-28.46
Recreation Coordinator	182	21.11-25.70
Aquatics Coordinator	182	21.11-25.70
Administrative Aide	182	21.11-25.70
Maintenance Worker	173	19.31-23.49
Pool Maintenance Operator	173	19.31-23.49
Supervising Lifeguard	158	16.65-20.22
Recreation Intern	149	15.19-18.50
Shooting Stars Director	148	15.06-18.30
Senior Lifeguard/Instructor	141	14.04-17.07
Program Specialist	131	12.71-15.48
Swim Instructor	131	12.71-15.48
Lifeguard	126	12.08-14.73
Senior Recreation Leader	126	12.08-14.73
Cashier	122	11.63-14.14
Recreation Leader	116	10.95-13.34
Building Maintenance Aide	115	10.85-13.19
Locker Room Attendant	103	9.64-11.70
Building Maintenance Intern	103	9.64-11.70

<b><u>DEVELOPMENT SERVICES</u></b>		
Planning Intern	149	15.19-18.50
Housing Intern	149	15.19-18.50

<b><u>PUBLIC WORKS</u></b>		
Engineering Intern	149	15.19-18.50

**SECTION 2. LONGEVITY PAY**

Upon the recommendation of the appropriate department head and approval by the City Manager, a merit longevity pay increase may be granted. In the case of an eligible Department Head the City Manager will recommend and approve. Upon implementation, an employee may receive less than the plan specifies.

The increase is not automatic upon the completion of 5, 10, 15, 20 years of full time service, but is awarded on merit as listed in the table below.

5 years continuous full time service	=	2 ½%	Of "E" Step
10 years continuous full time service	=	5%	Of "E" Step
15 years continuous full time service	=	7 ½%	Of "E" Step
20 years continuous full time service	=	10%	Of "E" Step

If an employee is eligible for longevity increase and due to a promotion is on a step other than E step, the longevity pay shall be calculated on the employee's present salary.

### **SECTION 3. HEALTH INSURANCE AND OPTIONAL BENEFITS PLAN**

Every eligible full-time or regular part time employee who receives City benefits must be covered by a health insurance plan approved by the City. The City will contribute \$100 per month, as of July 1, 1996, per eligible employee for the approved health care plan of the employee's choice. The City shall contribute an additional \$1,210 per month per eligible full-time employee and \$555 per month per eligible regular part time employee, to an Optional Benefit Plan which the employee may receive as cash or may elect to use for medical, dental, vision insurance, or other such benefits as may be approved by the City Manager, as of June 19, 2016. Full time and regular part time employees who are covered by a health plan not sponsored by the City and who; therefore, do not use the City's \$100 contribution for health care coverage shall have that \$100 added to their Optional Benefits Plan. This plan is maintained for the exclusive benefit of employees and their dependents and is established with the intention of being maintained for an indefinite period of time.

### **SECTION 4. LIFE INSURANCE AND LONG-TERM DISABILITY INSURANCE**

The City shall provide, at no cost to the employee, term life insurance in the amount of \$25,000 to all full-time employees and eligible regular part-time employees.

Additionally, in lieu of the employees participating in the State Disability Insurance Program, the City shall provide long-term disability insurance for all full-time and eligible regular part-time employees, which benefits are equal to or exceed those provided under State Disability Insurance.

These insurance plans are maintained for the exclusive benefit of full-time and eligible regular part-time employees, and are established with the intention of being maintained for an indefinite period of time. The specific terms and conditions of said insurance plans should be determined and approved by the City Manager.

### **SECTION 5. DEFERRED COMPENSATION**

To encourage employees to participate in the optional deferred compensation program offered by the City, the City shall provide a matching contribution up to a maximum amount. For full time employees the City shall match the employee's contribution on a dollar for dollar basis to a maximum of \$100.00 (one hundred and dollars) per month. For regular part time employees the City shall match the employee's contribution on a dollar for dollar basis to a maximum of \$50.00 (fifty dollars) per month. The deferred compensation matching program is maintained for the exclusive benefit of full time and regular part time employees and is established with the intention of being maintained for an indefinite period of time. The specific terms and conditions of the program shall be determined and approved by the City Manager. Effective June 22, 2014 the City Council

took action to re-instate the deferred compensation match program which had previously been suspended since August 14, 2012.

**SECTION 6. ADMINISTRATIVE LEAVE**

Administrative Leave shall be granted to certain management personnel that are exempt from overtime compensation under Fair Labor Standards Act guidelines. The specific terms and conditions of the program shall be determined and approved by the City Manager.

**SECTION 7. CAR ALLOWANCES**

The following positions shall receive a monthly allowance for car expenses:

<u>Title</u>	<u>Monthly Allowance</u>
City Manager	\$400.00
Assistant City Manager for Community Dev.	\$250.00
Assistant City Manager/Dir Administrative Services	\$250.00
Director of Parks & Recreation	\$250.00
Director of Public Works	\$250.00
Building & Safety Superintendent	\$250.00
Recreation Manager	\$200.00
Senior Engineer	\$200.00
Associate Engineer	\$200.00
Facilities Manager	\$200.00
Planning Manager	\$200.00
Senior Planner	\$200.00
Associate Planner	\$200.00
Assistant Planner	\$200.00
Recreation Supervisor	\$200.00

**SECTION 8. CELL PHONE/DATA ALLOWANCES**

The following positions shall be eligible to receive a monthly allowance for personal cell phone expenses and data charges as listed pursuant to the provisions of the City Cell Phone Policy:

<u>Title</u>	<u>Cell Phone – Data Charges</u>	
City Manager	\$40.00	\$45.00
Assistant City Manager for Community Dev.	\$40.00	\$45.00
Assistant City Manager/Dir Administrative Services	\$40.00	\$45.00
Director of Parks & Recreation	\$40.00	\$45.00
Director of Public Works	\$40.00	\$45.00
Information Systems Applications Analyst	\$40.00	\$45.00
Building & Safety Superintendent	\$30.00	N/A
Recreation Manager	\$30.00	N/A
Senior Engineer	\$30.00	N/A

Facilities Manager	\$30.00	N/A
Senior Planner	\$30.00	N/A
Recreation Supervisor	\$30.00	N/A
Recreation Coordinator	\$30.00	N/A
Planning Manager	\$30.00	N/A

**SECTION 9. NOTARY PUBLIC PAY**

The City has needs of the service of a certified Notary Public to notarize City documents. An employee who has been designated by the City Manager to utilize their Notary Public Commission for this purpose shall receive a monthly stipend of \$75.00 per month.

**SECTION 10. PUBLIC EMPLOYEES RETIREMENT SYSTEM**

In August 1999 the City amended the PERS contract to the 2% @ 55 formula with the provision that if the Employer's rate is re-instated at some future time the employees would contribute a portion of their gross salary towards the cost of the enhanced retirement plan. On July 24, 2012, the City Council took action to further increase the employee's contribution over three consecutive years, beginning August 14, 2012. On June 11, 2013 the City Council adopted Resolution No. 2013-38 deferring further increases in employee contributions to June 22, 2014. Therefore, employee contributions rates shall be as follows:

- As of June 22, 2014 employees contribute the full 7% employee portion for PERS contribution.

In September 2012 the Governor signed into law AB340 which among other things created a new PERS pension formula for all new employees hired after January 1, 2013. New employees are enrolled in the 2% at 62 formula. New employees are all responsible for paying 50% of the "normal cost" of the plan as annually calculated by PERS.

**PASSED, APPROVED AND ADOPTED** this 28<sup>th</sup>, day of June, 2016.

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Curtis W. Morris, Mayor City of San Dimas

**ATTEST:**

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Debra Black, Assistant City Clerk

**I, Debra Black, Assistant City Clerk,** hereby certify that Resolution 2016-38 was adopted by the City Council of San Dimas at its regular meeting of June 28th, 2016 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Debra Black, Assistant City Clerk