

RESOLUTION 2019-33

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. 2018-62 is hereby amended, and the following
salary plan supersedes all previous plans, effective June 30, 2019 to read as follows:

<u>FULL TIME CLASSIFICATIONS</u>	<u>RANGE</u>	<u>MONTHLY SALARY</u>
<u>Executive Staff</u>		
City Manager	110	20,016
Assistant C. M. for Community Development	104	16,246
Assistant C. M. /Director of Admin. Serv./Treasurer	100	12,150-14,769
Director of Community Development	97	11,283-13,714
Director of Parks & Recreation	97	11,283-13,714
Director of Public Works	97	11,283-13,714
<u>Administrative Services</u>		
Administrative Services Manager	89	9,192-11,173
City Clerk	81	7,589-9,225
IS Administrator	80	7,404-8,968
Accounting Supervisor	71	5,966-7,220
Senior Accounting Technician	65	5,176-6,259
Human Resource Specialist	63	4,940-5,966
Assistant City Clerk	61	4,719-5,736
Accounting Technician	57	4,282-5,176
<u>Development Services</u>		
Planning Manager	89	9,192-11,173
Building & Safety Manager	89	9,192-11,173
Senior Planner	80	7,404-8,968
Senior Building Inspector	79	7,220-8,752
Building Inspector/Plans Examiner	75	6,587-8,007
Associate Planner	73	6,269-7,620
Building Inspector I	71	5,966-7,220
Assistant Planner	67	5,441-6,613
Code Compliance Officer	63	4,940-5,966
Building Permit Technician II	63	4,940-5,966

Public Works

Engineering Manager	89	9,192-11,173
Public Works Maintenance Superintendent	83	7,965-9,681
Associate Engineer	80	7,404-8,968
Public Works Inspector	71	5,966-7,220
Public Works Maintenance Supervisor	71	5,966-7,220
Assistant Engineer	74	6,427-7,811
Environmental Services Coordinator	64	5,064-6,155
Public Works Lead Worker	61	4,719-5,736
Equipment Operator	59	4,494-5,431
Equipment Mechanic	58	4,389-5,307
Street Maintenance Worker II	59	4,494-5,431
Street Maintenance Worker I	55	4,086-4,940

Parks and Recreation

Recreation Manager	85	8,368-10,171
Facilities Manager	85	8,368-10,171
Landscape Maintenance Manager	83	7,965-9,681
Municipal Arborist	71	5,966-7,220
Facilities Maintenance Supervisor	71	5,966-7,220
Landscape Maintenance Supervisor	71	5,966-7,220
Recreation Supervisor	71	5,966-7,220
Recreation Coordinator	63	4,940-5,966
Facilities Maintenance Worker II	59	4,494-5,431
Facilities Maintenance Worker I	55	4,086-4,940
Landscape Maintenance Worker II	59	4,494-5,431
Landscape Maintenance Worker I	55	4,086-4,940

Interdepartmental

Senior Administrative Analyst	75	6,587-8,007
Administrative Analyst	67	5,441-6,613
Administrative Aide	63	4,940-5,966
Office Coordinator	57	4,282-5,176
Departmental Assistant	52	3,836-4,663
Senior Office Assistant	46	3,308-3,993
Office Assistant	44	3,165-3,811

HOURLY CLASSIFICATIONS

RANGE

HOURLY
RATE

Administration Services

Administrative Aide – PIO	150	24.00-29.23
Parking Enforcement Officer II	150	24.00-29.23
Parking Enforcement Officer	147	22.29-27.14
Senior Office Assistant - PT	139	18.29-22.28
Administrative Intern	137	17.41-21.20

Office Assistant - PT	137	17.41-21.20
Receptionist	124	12.63-15.38
<u>Parks and Recreation</u>		
Fitness Instructor	154	26.14-31.85
Recreation Coordinator	150	24.00-29.23
Aquatics Coordinator	150	24.00-29.23
Administrative Aide	150	24.00-29.23
Maintenance Worker	147	22.29-27.14
Pool Maintenance Operator	147	22.29-27.14
Supervising Lifeguard	141	19.22-23.41
Recreation Intern	137	17.41-21.20
Shooting Stars Director	137	17.41-21.20
Senior Lifeguard/Instructor	134	16.17-19.69
Recreation Specialist	130	14.65-17.84
Swim Instructor	130	14.65-17.84
Lifeguard	128	13.94-16.98
Senior Recreation Leader	128	13.94-16.98
Cashier	126	13.27-16.15
Recreation Leader	124	12.63-15.38
Building Maintenance Aide	123	12.32-15.00
<u>Development Services</u>		
Associate Planner - PT	167	36.18-43.98
Planning Intern	137	17.41-21.20
Housing Intern	137	17.41-21.20
<u>Public Works</u>		
Engineering Intern	137	17.41-21.20

SECTION 2. LONGEVITY SERVICE INCENTIVE

Full Time Classification employees with five (5) years or more of continuous service with the City of San Dimas are eligible to receive Longevity/Service Incentive Pay as follows:

a. 5 Years of Service with the City of San Dimas

Full Time Classification employees having attained five (5) years of continuous service with the City of San Dimas will receive an amount equal to two point five (2.5) percent of the employee's annual salary on a bi-weekly basis.

b. 10 Years of Service with the City of San Dimas

Full Time Classification employees having attained five (10) years of continuous service with the City of San Dimas will receive an amount equal to five (5) percent of the employee's annual salary on a bi-weekly basis.

c. 15 Years of Service with the City of San Dimas

Full Time Classification employees having attained fifteen (15) years of continuous service with the City of San Dimas will receive an amount equal to seven point five (7.5) percent of the employee's annual salary on a bi-weekly basis.

d. 20 Years of Service with the City of San Dimas

Full Time Classification employees having attained twenty (20) years of continuous service with the City of San Dimas will receive an amount equal to ten (10) percent of the employee's annual salary on a bi-weekly basis.

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 \$1,310 per month per eligible full-time employee and \$605 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 26, 2018. Effective with the pay period that includes December 1, 2019 the City shall increase the additional contribution to \$1,345 per month per eligible full-time and \$623 per month per regular part time employee. 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. To qualify to waive medical coverage with the City of San Dimas, the employee must show proof of coverage in a group health plan such as with a spouse's employer. Proof of other group coverage must be submitted each year at open enrollment. 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 \$200.00 (two hundred 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 \$100.00 (one hundred 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.

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.	\$300.00
Assistant City Manager/Dir Administrative Services	\$300.00
Director of Parks & Recreation	\$300.00
Director of Public Works	\$300.00
Building & Safety Manager	\$300.00
Recreation Manager	\$250.00
Engineering Manager	\$250.00
Associate Engineer	\$250.00
Facilities Manager	\$250.00
Planning Manager	\$250.00
Senior Planner	\$250.00
Associate Planner	\$250.00
Assistant Planner	\$250.00
Recreation Supervisor	\$250.00
Senior Management Analyst	\$250.00
Associate Planner - Part Time	\$125.00

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 Administrator	\$40.00	\$45.00
Building & Safety Manager	\$30.00	N/A
Recreation Manager	\$30.00	N/A
Engineering Manager	\$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
Senior Management Analyst	\$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 25th, of June 2019.



Curtis W. Morris, Mayor

ATTEST:



Debra Black, Assistant City Clerk

I, Debra Black, Assistant City Clerk, hereby certify that Resolution 2019-33 was adopted by the City Council of San Dimas at its regular meeting of June 25th, 2019 by the following vote:

AYES: Badar, Bertone, Ebner, Morris, Vienna
NOES: None
ABSENT: None
ABSTAIN: None



Debra Black, Assistant City Clerk

