

RESOLUTION 2020-44

**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, the City Council of the City of San Dimas does hereby resolve as follows:

SECTION 1. Resolution 2020-33 is hereby amended, and the following salary plan supersedes all previous plans, effective July 1, 2020 to read as follows:

<u>Elected Officials</u>	<u>RANGE</u>	<u>MONTHLY SALARY</u>
City Mayor	30	830
City Councilmember	29	620
<u>FULL TIME CLASSIFICATIONS</u>		
<u>Executive Staff</u>	<u>RANGE</u>	<u>MONTHLY SALARY</u>
City Manager	110	20,016
Interim City Manager	108	18,000
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 Code Compliance Officer	69	4,768-5,772
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
Building Permit Technician	59	4,494-5,431

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
Administrative Secretary	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

<u>HOURLY CLASSIFICATIONS</u>	<u>RANGE</u>	<u>HOURLY RATE</u>
<u>Administration Services</u>		
Administrative Aide – PIO	152	25.32-30.83
Parking Enforcement Officer II	152	25.32-30.83
Parking Enforcement Officer	149	23.51-28.63
Senior Office Assistant - PT	141	19.30-23.50
Administrative Intern	139	18.37-22.37
<u>Parks and Recreation</u>		
Administrative Analyst - PT	157	28.64-34.82
Fitness Instructor	154	26.14-31.85
Administrative Aide - PT	152	25.32-30.83
Pool Maintenance Operator	149	23.51-28.63
Supervising Lifeguard	143	20.28-24.69
Recreation Intern	139	18.37-22.37
Shooting Stars Director	139	18.37-22.37
Senior Lifeguard/Instructor	136	17.06-20.77
Recreation Specialist	132	15.45-18.82
Swim Instructor	132	15.45-18.82
Lifeguard	130	14.71-17.91
Senior Recreation Leader	130	14.71-17.91
Cashier	128	14.00-17.05
Recreation Leader	126	13.32-16.23
Building Maintenance Aide	125	13.00-15.83
<u>Development Services</u>		
Associate Planner - PT	167	36.18-43.98
Planning Intern	139	18.37-22.37
Housing Intern	139	18.37-22.37
<u>Public Works</u>		
Engineering Intern	139	18.37-22.37

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. Effective with the pay period that includes December 1, 2018 the City shall contribute an additional \$1,345 per month per eligible full-time employee and \$623 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 September 24, 2019. Effective with the pay period that includes December 1, 2019 the City shall increase the additional contribution to \$1,395 per month per eligible full-time and \$648 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/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 Administrative 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/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 Administrative 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 14th day of July, 2020.



Emmett G. Badar, Mayor

ATTEST:



Debra Black, City Clerk

I, Debra Black, City Clerk, hereby certify that Resolution 2020-44 was adopted by the City Council of San Dimas at its regular meeting of July 14th, 2020 by the following vote:

AYES: Badar, Bertone, Ebiner, Vienna, Weber

NOES: None

ABSENT: None

ABSTAIN: None



Debra Black, City Clerk