



Agenda Report

File #: 18-2271

**AGENDA REPORT
REQUEST FOR CITY COUNCIL ACTION**

DATE: 11/20/2018

TO: Honorable Mayor and City Council Members

FROM: Administrative Services Department

SUBJECT:

City Council consideration of Resolution No. 2018-118 approving the City of Corona Position Library and Compensation Plan and to remove an appropriation of \$2,200 from the General Fund.

RECOMMENDED ACTION:

That the City Council:

1. Adopt resolution No. 2018-118 approving the City of Corona Position Library and Compensation Plan and repealing prior Plans, including Resolution No. 2018-105.
2. Authorize removal of an appropriation of \$2,200 from the General Fund previously approved on October 17, 2018.

ANALYSIS:

State regulations for public employers require disclosure of position classifications and corresponding compensation. In an effort to ensure compliance, and for even greater transparency, the City Council has previously adopted and updated the Position Library and Compensation Plan, a document which includes a list of all authorized employment positions for the City and their corresponding compensation ranges ("Plan").

The Plan provides added organizational efficiency and permits departments to continue streamlining operations without impacting services levels. Additionally, it allows members of the public to see what any given position, even those not currently filled, would be paid. To this end, it is important to note that this document is strictly a resource document of available employment positions, as the positions listed will not necessarily be budgeted or funded in any given fiscal year. A current list of full time budgeted positions can be located on the City's website.

Revisions to the Plan are highlighted on the attached redline version, with the highlight colors varying based on the reason for the change. Revisions are being requested to update classifications (blue) and footnotes (yellow).

Overall, Footnote “C” has been revised to add language indicating that effective October 17, 2018, the compensation range for any position filled by a part-time, seasonal, or temporary employees shall be four (4) steps lower than the minimum and maximum steps noted in the Plan except to the extent governed by state minimum wage law. An appropriation was requested on October 17, 2018 to increase the compensation step of seven (7) part time employees that is no longer needed with the revisions to Footnote “C”. Footnote “G” indicating that the compensation range update for CPEA and CPSA members will be effective the first full pay period following October 17, 2018 is no longer needed and has been removed.

COMMITTEE ACTION:

Not applicable.

STRATEGIC PLAN:

Not applicable.

FISCAL IMPACT:

A General Fund appropriation was originally requested on October 17, 2018 for Position Library changes. Within the appropriation request, \$2,200 was included for changes for specific part-time positions (Library Assistant, Office Assistant, and Fire Inspector I). With approval of the updated City of Corona Position Library and Compensation Plan, staff is recommending the removal of the \$2,200 appropriation as it is no longer needed.

GENERAL FUND	
Budget Workshop May 23, 2018 - Est. Revenue Over Expenditures	\$6,626,911
Previously approved budget adjustments (net)	(5,689,942)
Revised Estimated Revenue Over Expenditures	\$936,969
Remove appropriation previously approved Oct. 17, 2018	2,200
Revised Estimated Revenue Over Expenditures	\$939,169
Estimated Budget Balancing Measures Reserve 06/30/18	\$20,645,252
Estimated FY 2018-19 Change in Budget Balancing Measures	939,169
Estimated Budget Balancing Measures Reserve 6/30/19	\$21,584,421

ENVIRONMENTAL ANALYSIS:

Environment review is not required. The proposed actions are not a project under the California Environmental Quality Act.

PREPARED BY: EDELIA EVELAND, HUMAN RESOURCES MANAGER

REVIEWED BY: JAMIE RAYMOND, CHIEF DEPUTY CITY ATTORNEY

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REVIEWED BY: KIM SITTON, FINANCE MANAGER

REVIEWED BY: DEAN DERLETH, CITY ATTORNEY

REVIEWED BY: KERRY D. EDEN, ASSISTANT CITY MANAGER/ADMINISTRATIVE SERVICES DIRECTOR

REVIEWED BY: MICHELE NISSEN, ASSISTANT CITY MANAGER

SUBMITTED BY: DARRELL TALBERT, CITY MANAGER

Attachments:

Position Library and Compensation Plan (Redline)

Resolution No. 2018-118

Exhibit "A" Position Library and Compensation Plan