



Agenda Report

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File #: 19-0958

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**AGENDA REPORT  
REQUEST FOR CITY COUNCIL ACTION**

DATE: 11/06/2019

TO: Honorable Mayor and City Council Members

FROM: Administrative Services Department

**SUBJECT:**

City Council consideration of: (1) Corona Police Supervisors Association Memorandum of Understanding effective July 1, 2018 through June 30, 2021; (2) Corona Police Employees Association Memorandum of Understanding effective July 1, 2018 through June 30, 2021; (3) Resolution No. 2019-091, Approving the City of Corona Position Library and Compensation Plan and repealing prior plans, including Resolution No. 2019-077 to implement salary range increases for members of the Corona Police Supervisors Association, members of the Corona Police Employees Association, Public Safety Dispatcher I and II, Senior Public Safety Dispatcher, and Public Safety Dispatch Supervisor positions in the Corona General Employees Association and Corona Supervisors Association; and (4) Administrative Policy 01400.805, Pilot Incentive Pay Program - Experienced Lateral Police Officers and Public Safety Dispatchers.

**RECOMMENDED ACTION:**

That the City Council:

1. Approve the Corona Police Supervisors Association Memorandum of Understanding effective July 1, 2018 through June 30, 2021.
2. Approve the Corona Police Employees Association Memorandum of Understanding effective July 1, 2018 through June 30, 2021.
3. Adopt Resolution No. 2019-091, Approving the City of Corona Position Library and Compensation Plan and repealing prior plans, including Resolution No. 2019-077 to implement salary range increases for members of the Corona Police Supervisors Association, members of the Corona Police Employees Association, Public Safety Dispatcher I and II, Senior Public Safety Dispatcher, and Public Safety Dispatch Supervisor positions in the Corona General Employees Association and Corona Supervisors Association.
4. Adopt Administrative Policy 01400.805, Pilot Incentive Pay Program - Experienced Lateral

Police Officers and Public Safety Dispatchers.

**ANALYSIS:**

The California Meyers-Millias-Brown-Act (MMBA) requires the City to meet and confer, in good faith, with its bargaining groups on all matters relating to employment conditions and employer-employee relations including but not limited to wages, hours and other terms and conditions of employment. Pursuant to the MMBA, the City began negotiations with the Corona Police Supervisors Association (CPSA) and the Corona Police Employees Association (CPEA) in September 2019. Both Memorandums of Understanding (MOUs) currently expire June 30, 2020.

CPSA Negotiations and New MOU Terms

1. Compensation Range Increase: Effective the first full pay period following November 6, 2019, the top step of the compensation range for the positions within the CPSA group (Police Captain, Police Lieutenant, and Police Sergeant) shall be increased by approximately five percent (5%) by moving the maximum step ten (10) steps up on the City's salary grid. Additionally, effective the first full pay period following November 6, 2019, the base pay for CPSA employees who are currently at the top step and have been at the top step for the past 12-month period, shall be increased by five percent (5%) by moving the employee's base pay ten (10) steps up on the City's salary grid. All other employees may annually advance within the range provided the employee receives an overall performance rating of "satisfactory" or better from his/her supervisor in accordance with the Memorandum of Understanding.
2. Longevity Pay Increase: Effective with longevity payments to be disbursed in September 2020, the flat rate longevity payment will be increased as follows:

Years of Service	Captain		Lieutenant		Sergeant	
	Current	Revised	Current	Revised	Current	Revised
After 5 Years	\$1,400	\$2,600	\$1,120	\$2,320	\$1,120	\$2,320
After 10 Years	\$1,600	\$4,000	\$1,320	\$3,720	\$1,320	\$3,720
After 15 Years	\$1,800	\$5,400	\$1,520	\$5,120	\$1,520	\$5,120
After 20 Years	\$2,000	\$7,715	\$1,720	\$8,216	\$1,720	\$7,041
After 25 Years	\$2,000	\$9,620	\$1,720	\$9,840	\$1,720	\$8,371

3. Annual Leave Accrual Change: Effective the first full pay period following November 6, 2019, employees with at least 20 years of service will accrue annual leave at a reduced rate to partially offset the change in longevity pay. Hourly accrual rates in the following table are shown per pay period.

Years of Service	Captain		Lieutenant		Sergeant	
	Current	Revised	Current	Revised	Current	Revised
1-5 Years	8.31	8.31	8.08	8.08	8.08	8.08
6-8 Years	8.92	8.92	8.69	8.69	8.69	8.69
9-15 Years	9.84	9.84	9.62	9.62	9.62	9.62
16-19 Years	11.38	11.38	11.15	11.15	11.15	11.15
20-24 Years	11.38	9.07	11.15	8.07	11.15	7.97
25+ Years	11.38	8.30	11.15	7.29	11.15	7.17

4. Retirement Health Savings Account Contribution: The City and CPSA will agree to meet and confer in good faith to negotiate a side letter or other agreement to change the \$5,000 annual contribution from the current retirement health savings account to the PORAC Retiree Medical Trust on behalf of Tier II, III, or IV employees (other than Police Captains).

CPEA Negotiations and New MOU Terms

1. Compensation Range Increase: Effective the first full pay period following November 6, 2019, the top step of the compensation range for the positions within the CPEA group (Police Detective, Police Corporal, Police Officer II, and Police Officer I) shall be increased by approximately five percent (5%) by moving the maximum step ten (10) steps up on the City’s salary grid. Additionally, effective the first full pay period following November 6, 2019, the base pay for CPEA employees who are currently at the top step and have been at the top step for the past 12-month period, shall be increased by five percent (5%) by moving the employee’s base pay ten (10) steps up on the City’s salary grid. All other employees may annually advance within the range provided the employee receives an overall performance rating of “satisfactory” or better from his/her supervisor in accordance with the Memorandum of Understanding.
2. Longevity Pay Increase: Effective with longevity payments to be disbursed in September 2020, the flat rate longevity payment will be increased as follows:

Years of Service	All CPEA Positions	Detective	Corporal	Police Officer II	Police Officer I
	Current	Revised	Revised	Revised	Revised
After 5 Yrs	\$1,120	\$2,320	\$2,320	\$2,320	\$2,320
After 10 Yrs	\$1,320	\$3,720	\$3,720	\$3,720	\$3,720
After 15 Yrs	\$1,520	\$5,120	\$5,120	\$5,120	\$5,120
After 20 Yrs	\$1,720	\$5,950	\$5,846	\$5,645	\$5,290
After 25 Yrs	\$1,720	\$7,008	\$6,877	\$6,627	\$6,183

3. Annual Leave Accrual Change: Effective the first full pay period following November 6, 2019, employees with at least 20 years of service will accrue annual leave at a reduced rate to partially offset the change in longevity pay. Hourly accrual rates in the following table are shown per pay period.

Years of Service	All CPEA Positions	All CPEA Positions
	Current	Revised
1-5 Years	8.08	8.08
6-8 Years	8.69	8.69
9-15 Years	9.62	9.62
16-19 Years	11.15	11.15
20-24 Years	11.15	7.97
25+ Years	11.15	7.17

4. Retirement Health Savings Account Contribution: The City and CPEA will agree to meet and confer in good faith to negotiate a side letter or other agreement to change the \$5,000 annual contribution from the current retirement health savings account to the PORAC Retiree Medical Trust on behalf of Tier II, III, or IV employees.

Salary Range Changes public safety dispatch positions within the Corona General Employees Association (CGEA) and Corona Supervisors Association (CSA)

The dispatch section of the Police Department is experiencing a shortage of staff due to recent retirements and an increase in turnover for employees seeking higher pay with other agencies. There are 25 positions budgeted in the dispatch section, which includes 4 supervisor positions. There are currently five (5) vacancies within this group. This shortfall results in mandatory overtime for current staff to cover the 24/7 operations of dispatch. Salary range comparisons were conducted to review the dispatch positions with comparable agencies as per the MOUs and the results show Corona on the lower end of the spectrum, which is causing recruitment and retention issues. Increases to the salary ranges within the dispatch positions are recommended to attract potential candidates and to provide for retention of existing dispatch personnel.

Effective the first full pay period following November 6, 2019, the public safety dispatch compensation ranges shall be increased as noted in the following table and the Position Library and Compensation Plan. Employees below the revised beginning step of their respective compensation range shall receive an increase to the updated beginning step by moving on the City's salary grid. All other employees currently within the updated salary range may annually advance within the range provided the employee receives an overall performance rating of "satisfactory" or better from his/her supervisor in accordance with the current Memorandum of Understanding for each respective employee group.

Position Title	Employee Group	Comments
Public Safety Dispatcher I	CGEA	Increase compensation range by 20 steps, approximately 10%.
Public Safety Dispatcher II	CGEA	Increase compensation range by 25 steps, approximately 12.5%.
Senior Public Safety Dispatcher	CGEA	Increase compensation range by 15 steps, approximately 7.5%.
Public Safety Dispatch Supervisor	CSA	Increase compensation range by 20 steps, approximately 10%.

**Position Library and Compensation Plan**

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 organization efficiency and permits departments to continue streamlining operations without impacting service 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 compensation ranges (green) and footnotes (yellow). The top step of the compensation range for the position of Police Officer I, Police Officer II, Police Corporal, Police Detective, Police Sergeant, Police Lieutenant, and Police Captain have been increased by moving the maximum step ten (10) steps on the City’s salary grid. The compensation range will be increased for the positions of Public Safety Dispatcher I Flex by twenty (20) steps, Public Safety Dispatcher II by twenty-five (25) steps, Sr. Public Safety Dispatcher by fifteen (15) steps, and Public Safety Dispatch Supervisor by twenty (20) steps. Existing Footnote “B”, Footnote “F”, and Footnote “H” are no longer needed and are being deleted. These deletions result in Footnote “D” being retitled to Footnote “B”, Footnote “E” being retitled Footnote “D”, and Footnote “G” being retitled to Footnote “E”. New Footnote “F” was added to indicate the compensation range changes will be effective the first full pay period following November 6, 2019.

**Administrative Policy 01400.805, Pilot Incentive Pay Program - Experienced Lateral Police Officers and Public Safety Dispatchers**

The purpose of the policy is to implement a pilot program that provides an incentive pay to experienced lateral Police Officers and Public Safety Dispatchers hired between December 1, 2019 and June 30, 2021.

New Police Officers would be eligible for a signing bonus of \$5,000, paid in two installments. The first installment of \$2,500 would be paid upon hire and the second installment of \$2,500 would be paid after successful completion of the required probation period. New Public Safety Dispatchers would

be eligible for a signing bonus of \$3,000, paid in two installments. The first installment of \$1,500 would be paid upon hire and the second installment of \$1,500 would be paid after successful completion of the required probation period.

**COMMITTEE ACTION:**

Not applicable.

**STRATEGIC PLAN:**

Not applicable.

**FISCAL IMPACT:**

The implementation of the agreements with CPSA and CPEA will result in a cost of \$712,945 for FY 2019-20 and \$2,027,600 in FY 2020-21. The Police positions are budgeted in the General Fund.

Approval of the salary range increases for the dispatch positions in CSA and CGEA will result in a cost of \$113,280 in FY 2019-20 and \$172,155 in FY 2020-21. The dispatch positions are budgeted in the General Fund.

Approval of Administrative Policy 01400.805, Pilot Incentive Pay Program - Experienced Lateral Police Officers and Public Safety Dispatcher, will utilize savings within the Police Department's General Fund personnel budget. Carryover funds needed for the pilot program will be identified and addressed when adopting the budget for Fiscal Year 2020-21.

**Combined Fiscal Impacts:**

General Fund	Pro-rated FY 2019-20	FY 2020-21	Totals
CPSA and CPEA MOU Changes	\$ 712,945	\$ 2,027,600	\$ 2,740,545
Dispatch Salary Changes	\$ 113,280	\$ 172,155	\$ 285,435
Totals	\$ 826,225	\$ 2,199,755	\$ 3,025,980

Approval of the recommended actions will result in General Fund budget impacts of \$826,225 in FY 2019-20 and \$2,199,755 for FY 2020-21. Based on current revenue and expenditure estimates for FY 2019-20, approval of the recommended actions will result in the use of the Budget Balancing Measures Reserve at fiscal year-end. Staff will continue to monitor the revenue and expenditure estimates through the mid-year budget updates and budget preparation process for FY 2020-21 to determine where adjustments can be made, if any, to accommodate the recommended changes.

<b>GENERAL FUND</b>	
Budget Workshop May 23, 2019 - Estimated Revenue Over Expenditures	\$ 152,247
Previously approved/revised budget adjustments (net)	<u>221,573</u>
Current Revenue Over Expenditures	373,820
CPSA and CPEA MOU Changes	(712,945)
Dispatch Salary Range Changes	<u>(113,280)</u>
<b>Revised Estimated Revenue Over Expenditures</b>	<b>\$ (452,405)</b>
Estimated Budget Balancing Measures Reserve - 06/30/19	26,124,592
Estimated FY 2019-20 Change in Budget Balancing Measures Reserve	<u>(452,405)</u>
<b>Estimated Budget Balancing Measures Reserve - 06/30/20</b>	<b>\$ 25,672,187</b>

\* Approved through Council Action or other operational process.

**ENVIRONMENTAL ANALYSIS:**

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

**PREPARED BY:** KIM SITTON, FINANCE MANAGER III

**REVIEWED BY:** DEAN DERLETH, CITY ATTORNEY

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

**SUBMITTED BY:** MITCHELL LANSDELL, INTERIM CITY MANAGER

**Attachments:**

1. CPSA Memorandum of Understanding - Redline
2. CPSA Memorandum of Understanding - Clean
3. CPEA Memorandum of Understanding - Redline
4. CPEA Memorandum of Understanding - Clean
5. Position Library and Compensation Plan - Redline
6. Resolution No. 2019-091, Exhibit "A" Position Library and Compensation Plan (Clean)
7. Administrative Policy 01400.805, Pilot Incentive Pay Program - Experienced Lateral Police Officers and Public Safety Dispatchers