



## Agenda Report

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**File #:** 18-2130

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### **AGENDA REPORT REQUEST FOR CITY COUNCIL ACTION**

**DATE:** 10/17/2018

**TO:** Honorable Mayor and City Council Members

**FROM:** Administrative Services Department

**SUBJECT:**

City Council consideration of Resolution No. 2018-105 approving the City of Corona Position Library and Compensation Plan and approve appropriations from the General Fund and DWP funds totaling \$120,790 to fund certain positions.

**RECOMMENDED ACTION:**

That the City Council:

1. Adopt Resolution No. 2018-105 approving the City of Corona Position Library and Compensation Plan and repealing prior Plans, including Resolution No. 2018-039.
2. Authorize appropriations totaling \$120,790 to fund certain positions, as follows: \$26,850 from the General Fund, \$27,249 from the Water Utility Fund 570, \$57,608 from the Water Reclamation Utility Fund 572, and \$9,083 from the Electric Utility Fund 578.

**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.

The compensation range for positions represented by the Corona General Employees Association (CGEA), the Corona Supervisors Association (CSA) and the Corona Firefighter's Association (CFA) and the Management/Confidential and Executive employee groups have been increased

four (4) steps to incorporate pay increases previously authorized by the memorandums of understanding or employee benefit resolutions for these groups. The pay increase for these employees was previously covered in Footnote “E” and “F” in the Plan. Additionally, the compensation range for employees represented by the Corona Police Employees Association (CPEA) and the Corona Police Supervisors Association (CPSA) have been updated to incorporate pay increases that are presented for City Council consideration tonight. For Police Officer I, Police Officer II, Police Corporal, Police Sergeant, Police Lieutenant, and Police Captain the ranges were increased by two (2) steps and for Police Detective the range was increased by three (3) steps. The revisions to the compensation range for CPEA and CPSA employees will become effective the first full pay period following City Council approval of the CPEA and CPSA memorandums of understanding.

The requested revisions to the Plan are highlighted as follows: the compensation range adjustments for the above CPEA and CPSA positions (green), classification updates (yellow), and footnote updates (blue).

Position changes have been incorporated to add or delete classifications due to organizational restructuring and updates. While some of these changes have no fiscal impact, appropriations are being requested to fund two (2) existing Parks Maintenance Assistant positions on a full time benefitted basis, to fund three (3) part-time Receptionists positions, to increase the compensation step of seven (7) part time employees consistent with the updated compensation ranges, and to fund one (1) full time Financial Analyst III position. Additionally, Maintenance Services is reducing part-time funding to offset the cost of creating the full time Park Maintenance Assistant positions.

With the update to the compensation range for CGEA, CSA, CFA, Management/Confidential and Executive positions to incorporate pay increases previously authorized by memorandums of understanding and employee benefit resolutions, footnote “E” addressing the CGEA and CSA MOUs and Management/Confidential and Executive Resolutions changes that went into effect on November 14, 2017 and footnote “F” addressing the CFA MOU changes effective March 21, 2018 are no longer necessary and are being deleted. These deletions result in existing Footnote “G” being retitled to Footnote “E” and existing Footnote “H” being retitled to Footnote “F”. New Footnote “G” was added to indicate that the compensation range update for CPEA and CPSA members will be effective the first full pay period following October 17, 2018.

**COMMITTEE ACTION:**

Not applicable.

**STRATEGIC PLAN:**

Not applicable.

**FISCAL IMPACT:**

The majority of the changes to the Position Library and Compensation Plan are administrative only as the salary range revisions were previously approved, or are pending approval (CPEA and CPSA), by the City Council with each respective bargaining unit change as noted in the Analysis section. In addition to the Position Library and Compensation Plan updates, appropriation adjustments are requested for the following position changes:

Position Title	General Fund 110	Water Utility Fund 570	Water Rclm Utility Fund 572	Electric Utility Fund 578	Totals
Financial Analyst III	\$ -	\$27,249	\$54,498	\$9,083	\$90,830
Receptionist (3 Part Time)	27,995	-	3,110	-	31,105
Library Assistant (3 Part Time)	631	-	-	-	631
Office Assistant (2 Part Time)	801	-	-	-	801
Fire Inspector I (2 Part Time)	768	-	-	-	768
Park Maint Assist I/II Reduce Part Time Funding	71,455 (74,800)	- -	- -	- -	71,455 (74,800)
<b>TOTALS</b>	<b>\$26,850</b>	<b>\$27,249</b>	<b>\$57,608</b>	<b>\$9,083</b>	<b>\$120,790</b>

## Fund Balance/Working Capital Impacts:

Fund	07/01/18 Est. Working Capital	Budgeted Revenues/ Sources	Budgeted Expenditures/ Uses	Working Capital Impacts	06/30/19 Est. Working Capital
Water Utility Fund 570 [See Note 1]	\$8,250,694	\$54,053,213	\$(60,816,227)	\$(27,249)	\$1,460,431
Water Reclamation Utility Fund 572 [See Note 1]	\$49,514,119	\$32,625,184	\$(28,441,856)	\$(57,608)	\$53,639,839
Electric Utility Fund 578	\$14,508,104	\$18,192,942	\$(17,462,884)	\$(9,083)	\$15,229,079

Note 1: Information contains other proposed items impacting Fund 570 and 572 on the 10/17/18 Council Agenda.

<b>GENERAL FUND</b>	
Budget Workshop May 23, 2018 - Est. Revenue Over Expenditures	\$6,626,911
Previously approved budget adjustments (net) - Note 2	(6,014,579)
<b>Revised Estimated Revenue Over Expenditures - Note 2</b>	<b>\$612,332</b>
Appropriation - Various positions as noted above	(26,850)
<b>Revised Estimated Revenue Over Expenditures - Note 2</b>	<b>\$585,482</b>
Estimated Budget Balancing Measures Reserve 06/30/18	\$20,645,252
Estimated FY 2018-19 Change in Budget Balancing Measures Reserve	585,482
<b>Estimated Budget Balancing Measures Reserve 6/30/19</b>	<b>\$21,230,734</b>

Note 2: Information contains other proposed items impacting the General Fund on the 10/17/18 Council Agenda.

**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:** 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:**      Staff Report  
                         Staff Report with Attachments