



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Leticia Livian, Human Resources Manager
MEETING DATE: October 5, 2016
SUBJECT: First reading of an ordinance to amend the City Salary Classification Schedule
CEQA: Does not constitute a "Project" under California Environmental Quality Act (CEQA) Guidelines

RECOMMENDATION

Introduce and hold first reading of an ordinance to amend the salary classification schedule, as detailed below, to (1) Modify salary range for Police Sergeant, Police Corporal, Police Officer, Police Reserve Officer I, Police Reserve Officer II, and Police Reserve Officer III; (2) approve the amendment; and (3) direct that a summary of a proposed ordinance be published as approved by the City Attorney.

DISCUSSION

On September 21, 2016, the Council adopted Resolution 16-049 to authorize the city manager to execute all documents and to perform all other necessary City acts to implement the Memorandum of Understanding (MOU) between the City of Pacific Grove (City) and the Pacific Grove Police Officers Association (POA).

The MOU approved cost of living adjustments (COLA). COLA effective dates are listed below.

1. 3.8% COLA first full pay period after council approval (effective 9/25/16);
2. 2.8% COLA effective the first full pay period in January 2017; and
3. 2.8% COLA effective the first full pay period in January 2018.

The City salary classification schedule identifies the job classifications approved by Council (e.g., Police Officer) and the hourly rates of pay for each classification at each step authorized by the Personnel Rules. To implement COLA, the salary classification schedule must be amended to incorporate COLA for the effective dates outlined in the MOU between the City and the POA. The action proposed in this Agenda Report is the last step in finalizing those changes.

Pursuant to Charter Article 25 and Pacific Grove Municipal Code (PGMC) Section 4.20.280, approval and amendment to the classification schedule must be adopted by the Council.

City Of Pacific Grove
Proposed New Salary Schedule - POA Hourly Rate

| Eff. | Classification | Step 1A | Step 2B | Step 3C | Step 4D | Step 5E | Step 6F | Step 7G |
|------------|--|---------|---------|---------|---------|---------|---------|---------|
| | Police Sergeant - Current Hourly | 44.61 | 46.83 | 49.18 | 51.63 | 54.22 | 56.25 | 58.36 |
| | | | | | | | | |
| 9/25/2016 | New Hourly String | 46.30 | 48.61 | 51.05 | 53.60 | 56.28 | 58.39 | 60.58 |
| | | | | | | | | |
| January-17 | New Hourly String | 47.60 | 49.98 | 52.47 | 55.10 | 57.86 | 60.02 | 62.28 |
| | | | | | | | | |
| January-18 | New Hourly String | 48.93 | 51.37 | 53.94 | 56.64 | 59.48 | 61.70 | 64.02 |
| | | | | | | | | |
| | Police Corporal - Current Hourly | 40.53 | 42.57 | 44.69 | 46.93 | 49.28 | 51.12 | 53.04 |
| | | | | | | | | |
| 9/25/2016 | New Hourly String | 42.07 | 44.18 | 46.39 | 48.71 | 51.15 | 53.06 | 55.05 |
| | | | | | | | | |
| January-17 | New Hourly String | 43.25 | 45.42 | 47.69 | 50.07 | 52.58 | 54.55 | 56.59 |
| | | | | | | | | |
| January-18 | New Hourly String | 44.46 | 46.69 | 49.03 | 51.48 | 54.05 | 56.08 | 58.18 |
| | | | | | | | | |
| | Police Officer - Current Hourly | 38.61 | 40.53 | 42.57 | 44.69 | 46.93 | 48.69 | 50.52 |
| | | | | | | | | |
| 9/25/2016 | New Hourly String | 40.07 | 42.07 | 44.18 | 46.39 | 48.71 | 50.54 | 52.43 |
| | | | | | | | | |
| January-17 | New Hourly String | 41.20 | 43.25 | 45.42 | 47.69 | 50.07 | 51.95 | 53.90 |
| | | | | | | | | |
| January-18 | New Hourly String | 42.35 | 44.46 | 46.69 | 49.03 | 51.48 | 53.41 | 55.41 |
| | | | | | | | | |
| | Police Reserve Officer III - Curren | 10.00 | 10.50 | 11.03 | 11.58 | 12.16 | | |
| | | | | | | | | |
| 9/25/2016 | New Hourly String | 10.38 | 10.90 | 11.45 | 12.02 | 12.62 | | |
| | | | | | | | | |
| 1/1/2017 | New Hourly String | 10.67 | 11.20 | 11.77 | 12.36 | 12.98 | | |
| | | | | | | | | |
| 1/1/2018 | New Hourly String | 10.97 | 11.52 | 12.10 | 12.70 | 13.34 | | |
| | | | | | | | | |
| | Police Reserve Officer II - Current | 10.50 | 11.03 | 11.58 | 12.16 | 12.76 | | |
| | | | | | | | | |
| 9/25/2016 | New Hourly String | 10.90 | 11.45 | 12.02 | 12.62 | 13.24 | | |
| | | | | | | | | |
| 1/1/2017 | New Hourly String | 11.20 | 11.77 | 12.36 | 12.98 | 13.62 | | |
| | | | | | | | | |
| 1/1/2018 | New Hourly String | 11.52 | 12.10 | 12.70 | 13.34 | 14.00 | | |
| | | | | | | | | |
| | Police Reserve Officer I | 11.00 | 11.55 | 12.13 | 12.73 | 13.37 | | |
| | | | | | | | | |
| 9/25/2016 | New Hourly String | 11.42 | 11.99 | 12.59 | 13.21 | 13.88 | | |
| | | | | | | | | |
| 1/1/2017 | New Hourly String | 11.74 | 12.32 | 12.94 | 13.58 | 14.27 | | |
| | | | | | | | | |
| 1/1/2018 | New Hourly String | 12.07 | 12.67 | 13.31 | 13.96 | 14.67 | | |

Increase in January 2017 and 2018 will take effect the first full payperiod in January.

OPTIONS

1. Approve Ordinance amending the salary classification schedule for Police Officer Association members (Police Sergeant, Police Corporal, Police Officer, Police Reserve Officer I, II, and III).
2. Provide alternative direction to staff.

FISCAL IMPACT

- Year One Fiscal Impact: No impact to the budget. (Due to a budget misallocation, \$248,000 is available in the Police Department budget to off-set the cost of year one).
- Year Two Fiscal Impact: \$79,428
- Year Three Fiscal Impact: \$81,865

ATTACHMENTS

1. Ordinance amending the Classification Schedule

RESPECTFULLY SUBMITTED:



Leticia Livian
Human Resources Manager

REVIEWED BY:



Ben Harvey
City Manager

ORDINANCE NO. 16-_____

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE
AMENDING THE CLASSIFICATION SCHEDULE FOR POLICE SERGEANT,
CORPORAL, OFFICER, RESERVE OFFICER I, II AND II**

Findings

1. The City of Pacific Grove (City) entered into a new Memorandum of Understanding (MOU) with the Pacific Grove Police Officer Association; and
2. The MOU is effective from January 1, 2015 through June 30, 2018; and
3. The MOU contains three cost of living adjustments (COLA); and
4. The first COLA adjustment takes effect on 9/25/16; and
5. The second COLA takes effect the first full pay period of January 2017; and
6. The final COLA takes effect the first pay period of January 2018; and
7. Modifications to the salary classification plan must be amended for each described date; and
8. Amendment to the classification plan must be adopted by the City Council pursuant to Charter Article 25 and Pacific Grove Municipal Code (PGMC) Section 4.20.280; and
9. The City Council desires to ratify the MOU and its implementation measures, including COLA ; and In the enactment of this ordinance, the City followed the guidelines adopted by the State of California and published in the California Code of Regulations, Title 14, Section 15000, et seq. Enactment of this ordinance action does not constitute a “project” as defined by California Environmental Quality Act (CEQA) because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment pursuant Section 15378.

Ordinance

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE:

SECTION 1. The foregoing findings of the City Council are incorporated into this Ordinance as if set forth in full.

SECTION 2. The position classification plan approved and adopted by the City Council pursuant to Charter Article 15 and PGMC § 4.20.280 is amended for the POA positions, with the following salary schedule:

City Of Pacific Grove
Proposed New Salary Schedule - POA Hourly Rate

| Eff. | Classification | Step 1A | Step 2B | Step 3C | Step 4D | Step 5E | Step 6F | Step 7G |
|------------|---|---------|---------|---------|---------|---------|---------|---------|
| | Police Sergeant - Current Hourly | 44.61 | 46.83 | 49.18 | 51.63 | 54.22 | 56.25 | 58.36 |
| | | | | | | | | |
| 9/25/2016 | New Hourly String | 46.30 | 48.61 | 51.05 | 53.60 | 56.28 | 58.39 | 60.58 |
| | | | | | | | | |
| January-17 | New Hourly String | 47.60 | 49.98 | 52.47 | 55.10 | 57.86 | 60.02 | 62.28 |
| | | | | | | | | |
| January-18 | New Hourly String | 48.93 | 51.37 | 53.94 | 56.64 | 59.48 | 61.70 | 64.02 |

| | | | | | | | | |
|------------|---|-------|-------|-------|-------|-------|-------|-------|
| | Police Corporal - Current Hourly | 40.53 | 42.57 | 44.69 | 46.93 | 49.28 | 51.12 | 53.04 |
| | | | | | | | | |
| 9/25/2016 | New Hourly String | 42.07 | 44.18 | 46.39 | 48.71 | 51.15 | 53.06 | 55.05 |
| | | | | | | | | |
| January-17 | New Hourly String | 43.25 | 45.42 | 47.69 | 50.07 | 52.58 | 54.55 | 56.59 |
| | | | | | | | | |
| January-18 | New Hourly String | 44.46 | 46.69 | 49.03 | 51.48 | 54.05 | 56.08 | 58.18 |

| | | | | | | | | |
|------------|--|-------|-------|-------|-------|-------|-------|-------|
| | Police Officer - Current Hourly | 38.61 | 40.53 | 42.57 | 44.69 | 46.93 | 48.69 | 50.52 |
| | | | | | | | | |
| 9/25/2016 | New Hourly String | 40.07 | 42.07 | 44.18 | 46.39 | 48.71 | 50.54 | 52.43 |
| | | | | | | | | |
| January-17 | New Hourly String | 41.20 | 43.25 | 45.42 | 47.69 | 50.07 | 51.95 | 53.90 |
| | | | | | | | | |
| January-18 | New Hourly String | 42.35 | 44.46 | 46.69 | 49.03 | 51.48 | 53.41 | 55.41 |

| | | | | | | | | |
|-----------|---|-------|-------|-------|-------|-------|--|--|
| | Police Reserve Officer III - Current | 10.00 | 10.50 | 11.03 | 11.58 | 12.16 | | |
| | | | | | | | | |
| 9/25/2016 | New Hourly String | 10.38 | 10.90 | 11.45 | 12.02 | 12.62 | | |
| | | | | | | | | |
| 1/1/2017 | New Hourly String | 10.67 | 11.20 | 11.77 | 12.36 | 12.98 | | |
| | | | | | | | | |
| 1/1/2018 | New Hourly String | 10.97 | 11.52 | 12.10 | 12.70 | 13.34 | | |

| | | | | | | | | |
|-----------|--|-------|-------|-------|-------|-------|--|--|
| | Police Reserve Officer II - Current | 10.50 | 11.03 | 11.58 | 12.16 | 12.76 | | |
| | | | | | | | | |
| 9/25/2016 | New Hourly String | 10.90 | 11.45 | 12.02 | 12.62 | 13.24 | | |
| | | | | | | | | |
| 1/1/2017 | New Hourly String | 11.20 | 11.77 | 12.36 | 12.98 | 13.62 | | |
| | | | | | | | | |
| 1/1/2018 | New Hourly String | 11.52 | 12.10 | 12.70 | 13.34 | 14.00 | | |

| | | | | | | | | |
|-----------|---------------------------------|-------|-------|-------|-------|-------|--|--|
| | Police Reserve Officer I | 11.00 | 11.55 | 12.13 | 12.73 | 13.37 | | |
| | | | | | | | | |
| 9/25/2016 | New Hourly String | 11.42 | 11.99 | 12.59 | 13.21 | 13.88 | | |
| | | | | | | | | |
| 1/1/2017 | New Hourly String | 11.74 | 12.32 | 12.94 | 13.58 | 14.27 | | |
| | | | | | | | | |
| 1/1/2018 | New Hourly String | 12.07 | 12.67 | 13.31 | 13.96 | 14.67 | | |

Increase in January 2017 and 2018 will take effect the first full payperiod in January.

SECTION 3. The City Manager is directed to execute all documents and to perform all other necessary City acts to implement this Ordinance.

SECTION 4. In accord with Article 15 of the City Charter, this ordinance shall become effective on the thirtieth (30th) day following passage and adoption hereof.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE
this ____ day of _____, 2016, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

BILL. KAMPE, Mayor

ATTEST:

SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

DAVID C. LAREDO, City Attorney