

CITY OF VENTURA
CITY COUNCIL AGENDA

Supplemental Information Packet

**13C – Amendment of the Compensation and Terms of
the City Attorney’s and City Manager’s Employment
Agreements; Adopt a Revised Salary Resolution for
Unrepresented Employees**

**Meeting of July 25, 2022
Supplemental Packet Date: July 22, 2022**

Supplemental Information:

Any agenda related public documents received and distributed to a majority of the City Council after the Agenda Packet is printed are included in Supplemental Packets. Supplemental Packets are produced as needed. The Supplemental Packet is available in the City Clerk’s Office, 501 Poli Street, Room 204, Ventura, during normal business hours as well as on the City’s Website – www.cityofventura.ca.gov
<https://www.cityofventura.ca.gov/1236/City-Council-Public-Hearing-NoticesSuppl>

ATTACHMENT E

RESOLUTION NO. 2022 – _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN BUENAVENTURA PROVIDING FOR A SYSTEMATIC CLASSIFICATION OF POSITIONS AND A STANDARDIZATION OF SALARIES OF CERTAIN PAID OFFICERS AND EMPLOYEES OF THE CITY OF SAN BUENAVENTURA AS OF JULY 25, 2022

BE IT RESOLVED by the City Council of the City of San Buenaventura as follows:

SECTION 1.0 - AUTHORITY. In accordance with the Charter of the City of San Buenaventura, Section 1002, the Council hereby provides for a systematic classification of positions and a standardization of salaries of officers and employees of the City of San Buenaventura as of July 25, 2022.

SECTION 2.0 - DESIGNATION AND EXPLANATION OF SALARY SCHEDULES. Seven separate salary schedules are hereby established for the purpose of salary and benefit administration. Each City classification is assigned to a specific salary schedule and a specific grade, range or rate, and effective date as specified within that schedule.

Council - (Salary Schedule “L”) shall apply to Members of the City Council and City Boards and Commissions as specified in Section 5.0 of this Resolution.

Executives - (Salary Schedule “E”) shall apply to all classifications designated as executive and as specified in Section 6.0 of this Resolution.

Management - (Salary Schedule “M”) shall apply to all classifications designated as management and as specified in Section 7.0 of this Resolution.

Confidential - (Salary Schedule “C”) shall apply to all classifications designated as confidential and as specified in Section 8.0 of this Resolution.

Police & Fire Recruits - (Salary Schedule “D”) shall apply to the classifications of Police Officer Trainee, Firefighter-Paramedic Recruit and Firefighter Recruit and as specified in Section 10.0 of this Resolution.

Temporary Recreation Support Staff - (Salary Schedule “R”) shall apply to all temporary recreation classifications and as specified in Section 11.0 of this Resolution.

Temporary Support Staff - (Salary Schedule “X”) shall apply to all temporary classifications and as specified in Section 12.0 of this Resolution.

SECTION 2.1 - EXPLANATION OF SALARY GRADES, RANGES AND PAY RATES. Each classification listed in Salary Schedules “E”, “M”, and “C” of this Resolution shall be assigned a specific salary range. Salary ranges are stated in terms of hourly pay rate. The hourly pay rate for employees in classifications specified in Schedules “E”, “M”, and “C” shall be set anywhere within the minimum and maximum limits for the range applicable to their classification. Specific steps do not apply.

Each classification listed in Salary Schedules "D" or "R" or "X" shall be paid on a per hour basis within the pay range assigned to the classification.

SECTION 2.2 - SALARY PERIOD, DATE AND METHOD OF SALARY PAYMENT.

Members of the City Council shall be compensated on a bi-weekly basis. All employees shall be compensated on a bi-weekly basis using a fixed hourly rate to calculate the pay period salary. The Bi-weekly Pay Schedule shall be published each fiscal year by the Finance Department, Payroll Division. All City employees and members of the City Council should provide and maintain an account for direct deposit of all payroll checks issued by the City.

SECTION 2.3 - FRINGE BENEFITS AND ADDITIONAL COMPENSATION. Fringe benefits or additional compensation provided to Executives (Salary Schedule "E"), Management (Salary Schedule "M"), Confidential (Salary Schedule "C"), and Police and Fire Recruits (Salary Schedule "D") shall be as described in the "Resolution of the Council of the City of San Buenaventura Providing for Benefits and Additional Compensation for Unrepresented Employees in Salary Schedules "E", "M", "C" and "D" of the Salary Resolution.

Grant Funded Positions: Only employees (except employees in temporary appointments as listed in the Personnel Rules and Regulations, Rule VI(c)) are entitled to fringe benefits and additional compensation. Employees in Temporary Limited Term or Temporary-Extended Term appointments funded by grants may be eligible for vacation leave, sick leave, holiday leave, City contribution towards medical, dental, life and vision insurance premiums, and optional benefit accruals if the terms of the grant allow for provision of such benefits and to the extent that funds are available in the grant to cover the full City cost of providing such benefits. The amount of such contribution and accruals shall be determined by the Salary Schedule to which the temporary grant-funded position is assigned. No other terms, conditions or benefits shall accrue to such grant-funded employees and the provision of any benefits shall not change their employment appointment from a temporary status.

Non-Employees: Members of the City Council and members of appointive boards, commissions and committees, independent contractors and volunteers are not employees. Reimbursement for travel and other expenses and participation in the City's group health and dental insurance plans for members of the City Council shall be as authorized in Section 5.0 of this Resolution.

SECTION 2.4 - EFFECT OF REGULAR PART-TIME APPOINTMENTS ON WAGES, BENEFITS OR ADDITIONAL COMPENSATION. Regular part-time employees are defined as those with a regular work schedule less than 72 hours per bi-weekly pay period and shall be compensated on an hourly basis at the salary grade or range of regular full-time employees in the same classification based on hours worked or at the rate recommended by the Human Resources Director if no such classification exists.

Regular part-time employees who are eligible for vacation, sick leave, personal leave, and holiday benefits shall earn at a rate proportionate to their regular work hours and based upon the salary schedule in which they are covered. All regular part-time employees hired, or who transitioned to a regular part-time appointment after December 1, 1993, shall receive

prorated City contribution towards optional benefit and insurance amounts and vehicle allowance based on the salary schedule in which they are covered. If an employee's regular work hours are between 40 and 59 hours per bi-weekly pay period, the City's contribution will be one-half of the full-time contribution. If an employee's regular work hours are between 60 and 71 hours per bi-weekly pay period, the City's contribution will be three-quarters of the full-time contribution.

SECTION 2.5 – AT-WILL APPOINTMENTS. At-will appointments shall be all officials, department heads and employees in other positions whose appointment, tenure or removal are exempted from the Personnel Merit System by municipal code, resolution, ordinance, or other MOU provision. At-will employees serve at the pleasure of the appointing authority and are subject to discharge without cause and without the right of appeal.

Employees in the following classifications are designated as at will and thus exempt from the Personnel Merit System:

- City Manager
- City Attorney
- All positions in Salary Schedule "E"
- All positions in Salary Schedule "M" (excluding Principal Human Resources Analysts hired prior to May 21, 2016)
- All positions in the City Manager's Office (excluding [1] Management Analyst I/II, [2] Safe and Clean Groundskeeper, [3] Community Outreach Specialist, [4] Senior Community Outreach Specialist, and [5] all non-Salary Schedule "M" positions assigned to the VenturaWaterPure Program)
- All Legal Litigation Assistants, Administrative Assistants, and Paralegals

All other classifications not listed above are within the Personnel Merit System, unless exempted by ordinance, MOU provision, or resolution creating the classification.

SECTION 2.6 - DELEGATION OF AUTHORITY. When the term City Manager is used in the Salary Resolution or the Personnel Rules and Regulations, it includes a delegate thereof, if the delegation is in writing and on file with the Human Resources Department.

SECTION 3.0 - TEMPORARY SUPPORT STAFF APPOINTMENTS AND PAY RATE ADJUSTMENTS. Employees whose appointment is temporary shall be compensated on an hourly basis at the salary grade or range assigned to their specific classification or at a rate recommended by the Human Resources Director if no such classification exists. Temporary employees shall be paid at any rate within the salary grade or range.

Eligibility for pay rate increases for all temporary support staff employees may be considered after completing each full year of employment. Each increase shall not exceed five (5) percent without written authorization from the Human Resources Director. An exception may be made for Recreation/Interpret/Cultural Specialist and Project Manager job classifications if work assignments change.

Employees whose appointment is temporary-limited term or temporary-extended term shall be enrolled in the California Public Employees' Retirement System (CalPERS) in accordance with the contract provisions between the City and CalPERS. Employees whose appointment is temporary-extra help (support staff) shall be enrolled in a deferred compensation plan established for temporary support staff, in lieu of Social Security, at a rate of 7.5% paid by the employee.

The City will comply with the requirements of the Paid Sick Leave Law in accordance with California Labor Code Sections 245 through 249, enacting the Healthy Workplaces, Healthy Families Act of 2014. Additionally, the City will comply with the requirements of the Affordable Care Act and will offer group health coverage to those who qualify.

SECTION 4.0 - INCENTIVE AWARDS. City employees may be eligible for cash awards and/or plaques or other items of recognition as established by the City Manager and set forth in the Administrative Policy and Procedure on file in City Clerk's Office and available from the Human Resources Department, in amounts as may be budgeted by the City Council as part of the annual budget adoption. Examples of such awards include retirement and years of service recognition, employee suggestions, and superior performance.

SECTION 4.1 - RECRUITMENT INCENTIVES. City employees may be eligible for a bonus as described in the City's Recruitment Incentive Program as established by the City Manager and set forth in the Administrative Policy and Procedure on file in the City Clerk's Office or available from the Human Resources Department.

SECTION 4.2 - PAID ADMINISTRATIVE LEAVE. In special circumstances where there is doubt as to the applicability of existing leave time (e.g., disability leave, sick leave, vacation leave, holiday, annual leave), if any, and it is determined that paid administrative leave is appropriate and in the best interest of the City, the City Manager or his/her designated representative may grant paid administrative leave to City employees.

In an instance where disciplinary action is being investigated or considered, and if it is determined that paid administrative leave is appropriate and in the best interest of the City, the appointing authority may place an employee on paid administrative leave. Notification of the granting of leave shall be made to the City Manager as soon as possible.

These provisions for paid administrative leave are in addition to any other administrative leave authorized.

SECTION 5.0 - COUNCIL - SALARY SCHEDULE "L"

Job Class Code	Effective Date	Classification Title	Pay Range	Monthly Compensation
L02	7/1/2015	Councilmember	L000	\$600.00
L01	7/1/2015	Mayor	L001	\$700.00

SECTION 5.1 - REIMBURSEMENT. Each member of the City Council is authorized to incur and shall receive reimbursement in the amount of \$200.00, \$300.00 for the Mayor, in any one calendar month for traveling and other expenses incurred in the performance of

their Council duties within the City or its environs. The City Council has found and determined these amounts to be the usual amounts of travel and other expenses actually incurred each month by each Councilmember or the Mayor in the performance of his or her Council duties within the City and its environs. Reimbursement for expenses in excess of said sums must be authorized by the Council.

SECTION 5.2 - HEALTH, DENTAL, AND VISION INSURANCE. Each member of the City Council shall be eligible to participate in the City’s group health, dental, and vision insurance plans at the member’s own expense.

SECTION 5.3 - RETIREMENT. Each member of the City Council, with the exception of CalPERS Retired Annuitants, shall be eligible to elect to participate in either the California Public Employees’ Retirement System (CalPERS) or Social Security with the member paying the full employee contribution and the City paying the required employer contribution. City Council members who are CalPERS Retired Annuitants will pay Medicare tax, but will not be eligible to elect to participate in either the California Public Employees’ Retirement System (CalPERS) or Social Security.

SECTION 5.4 - DEFERRED COMPENSATION. Each member of the City Council shall be eligible to participate in the deferred compensation plan offered through the City. The City will not provide a matching contribution.

SECTION 6.0 - EXECUTIVES - SALARY SCHEDULE “E”

Job Class Code	Effective Date	Classification Title	Pay Range	Hourly Low	Hourly High
E11	7/9/2022	Assistant City Manager	E006	81.3737	109.0417
E20	7/9/2022	Chief Financial Officer	E004	77.4528	103.7874
E19	7/9/2022	Chief Technology Officer	E001	71.9225	96.3769
E03	7/25/2022	City Attorney	E011	86.7348	120.7442
E17	7/9/2022	City Clerk	M849	57.1040	76.5205
E01	7/25/2022	City Manager	E013	141.3937	141.3937
E05	7/9/2022	Community Development Director	E004	77.4528	103.7874
E10	7/9/2022	Deputy City Manager	M856	67.8788	90.9585
E06	7/9/2022	Fire Chief	E008	87.1454	116.7758
E13	7/9/2022	Human Resources Director	E001	71.9225	96.3769
E18	7/9/2022	Parks and Recreation Director	E003	75.5635	101.2560
E07	7/9/2022	Police Chief	E012	96.1920	128.8984
E08	7/9/2022	Public Works Director	E004	77.4528	103.7874
E09	7/9/2022	Ventura Water General Manager	E004	77.4528	103.7874

SECTION 7.0 – MANAGEMENT – SALARY SCHEDULE “M”

Job Class Code	Effective Date	Classification Title	Pay Range	Hourly Low	Hourly High
M48	7/9/2022	Accounting Manager	M843	49.2407	65.9834
M65	7/9/2022	Assistant Chief Financial Officer	M854	64.6082	86.5754
N02	7/9/2022	Assistant City Attorney I	M848	55.7118	74.6541
M02	7/9/2022	Assistant City Attorney II	M852	61.4950	82.4040
M14	7/9/2022	Assistant Community Development Director	M854	64.6082	86.5754
M22	7/9/2022	Assistant General Manager-Water	M855	66.2233	88.7399
M01	7/9/2022	Assistant Human Resources Director	M851	59.9953	80.3938
M58	7/9/2022	Assistant Public Works Director/City Engineer	M856	67.8788	90.9585
M68	7/9/2022	Business Applications Manager	M854	64.6082	86.5754
M07	7/9/2022	Chief Building Official	M850	58.5317	78.4332
M55	7/9/2022	Communications Manager/Public Information Officer	M846	53.0267	71.0568
M15	7/9/2022	Deputy Public Works Director	M854	64.6082	86.5754
M39	7/9/2022	Economic Development Manager	M846	53.0267	71.0568
M52	7/9/2022	Emergency Services Manager	M843	49.2407	65.9834
N10	7/9/2022	Environmental Services Manager	M842	48.0398	64.3739
Q02	7/9/2022	Financial Services Manager	S643	49.0040	65.6662
S81	7/9/2022	Fire Marshal	M844	50.4719	67.6328
N25	7/9/2022	Fleet and Facilities Manager	M844	50.4719	67.6328
M62	7/9/2022	Housing Services Manager	M849	57.1040	76.5205
M67	7/9/2022	Information Technology Infrastructure Manager	M847	54.3528	72.8330
M47	7/9/2022	Parks Manager	M844	50.4719	67.6328
M57	7/9/2022	Permit Services and Enforcement Manager	M847	54.3528	72.8330
M06	7/9/2022	Planning Manager	M849	57.1040	76.5205
M50	7/9/2022	Police Records Manager	M836	41.4243	55.5094
S01	7/9/2022	Principal Civil Engineer	M851	59.9953	80.3938
S30	7/9/2022	Principal Human Resources Analyst	S638	43.3123	58.0393
M54	7/9/2022	Recreation Manager	M844	50.4719	67.6328
M40	7/9/2022	Risk Manager	M843	49.2407	65.9834
M04	7/9/2022	Senior Assistant City Attorney	M858	71.3157	95.5630
M51	7/9/2022	Treasury Manager	M843	49.2407	65.9834
M66	7/9/2022	Utility Billing Manager	M840	45.7252	61.2720
M56	7/9/2022	VenturaWaterPure Program Director	M856	67.8788	90.9585
M21	7/9/2022	Wastewater Utility Manager	M848	55.7118	74.6541
M60	7/9/2022	Water Distribution Manager	M848	55.7118	74.6541
M61	7/9/2022	Water Treatment/Production Manager	M848	55.7118	74.6541

SECTION 8.0 – CONFIDENTIAL - SALARY SCHEDULE “C”

Job Class Code	Effective Date	Classification Title	Pay Range	Hourly Low	Hourly High
C05	7/9/2022	Administrative Assistant	C012	28.5329	34.6750
S78	7/9/2022	Assistant City Clerk	S628	33.8356	45.3401
C04	7/9/2022	Deputy City Clerk	C012	28.5329	34.6750
C03	7/9/2022	Executive Assistant	C020	34.7647	42.2479
S06	7/9/2022	Human Resources Analyst I	S628	33.8356	45.3401
S24	7/9/2022	Human Resources Analyst II	S632	37.3481	50.0471
C11	7/9/2022	Human Resources Assistant	C001	21.7461	26.4273
C13	7/9/2022	Human Resources Technician I	C009	26.4957	32.1991
C14	7/9/2022	Human Resources Technician II	C013	29.2463	35.5419
C16	7/9/2022	Legal Litigation Assistant	C014	29.9772	36.4304
C18	7/9/2022	Paralegal	C020	34.7647	42.2479
U08	7/9/2022	Senior Management Analyst (City Manager’s Office)	S635	40.2198	53.8950

SECTION 9.0 – POLICE & FIRE RECRUITS - SALARY SCHEDULE “D”

Job Class Code	Effective Date	Classification Title	Pay Range	Hourly Low	Hourly High
K61	7/9/2022	Firefighter Recruit	D002	28.0443	28.0443
K62	7/9/2022	Firefighter-Paramedic Recruit	D003	32.4651	32.4651
K19	7/9/2022	Police Officer Trainee	D001	37.1701	37.1701

These classifications are non-sworn, at-will training positions while employees are in the Police/Fire Academy receiving instruction to prepare them for appointment to the sworn positions of Police Officer or Firefighter-Paramedic Trainee. Such appointment is contingent upon successful completion of the Academy’s curriculum. An employee who fails to successfully complete the Academy or is not sworn in shall be terminated from City employment.

SECTION 10.0 – TEMPORARY RECREATION SUPPORT STAFF - SALARY SCHEDULE “R”

Job Class Code	Effective Date	Classification Title	Pay Range	Hourly Low	Hourly High
R36	12/25/2021	Aquatics Specialist	R224	15.0000	21.0000
R24	12/25/2021	Head Lifeguard	R013	17.5000	20.2500
R23	12/25/2021	Lifeguard I	R005	15.0000	17.500
R25	12/25/2021	Lifeguard II-Swimming Instructor	R011	16.000	18.8500
R21	12/25/2021	Recreation Leader I	R005	15.0000	17.500
R22	12/25/2021	Recreation Leader II	R011	16.0000	18.8500
R32	12/25/2021	Recreation/Interpret/Cultural Spec	R224	15.0000	21.0000

SECTION 11.0 – TEMPORARY SUPPORT STAFF - SALARY SCHEDULE “X”

Job Class Code	Effective Date	Classification Title	Pay Range	Hourly Low	Hourly High
K54	12/25/2021	Administrative Aide	X005	15.0000	17.5000
K31	12/25/2021	Ambassador I	X005	15.0000	17.5000
K34	12/25/2021	Ambassador II	X010	15.8700	19.3600
S99	6/25/2022	EMS Medical Director	X226	175.0000	175.0000
G10	12/25/2021	Engineering Aide	X015	16.2600	19.1100
K63	12/25/2021	Environmental Services Assistant	X015	16.2600	19.1100
K60	12/25/2021	Fire Cadet	X005	15.0000	17.5000
A00	12/25/2021	Maintenance Trainee	X010	15.8700	19.3600
K50	12/25/2021	Management Intern	X019	17.0000	21.0000
K25	12/25/2021	Office Aide	X005	15.0000	17.5000
K15	12/25/2021	Police Cadet	X005	15.0000	17.5000
X10	12/29/2018	Project Manager	X225	35.0000	120.0000

Employees assigned to work over 1,000 hours in a Fiscal Year shall be paid at the applicable living wage in accordance with Municipal Code Sec. 2.525.150. Effective July 1, 2022, the living wage without medical benefits is \$17.89 per hour.

SECTION 12.0 - APPROVAL. By adoption of this Salary Resolution, the Council approves the classifications, titles and compensation schedules set forth in this Resolution and further approves the qualifications, powers and duties for the classifications approved by this Resolution, as set forth in updated classification descriptions on file in the Human Resources Department. Interim changes in positions, classifications, titles, compensation and benefits made by the City Manager, if they are or were within budgeted funds, and if deemed necessary by the City Manager, shall have interim approval until such time as a new Salary Resolution is approved by the City Council.

The City Manager is authorized to make minor adjustments to an employee’s benefit accruals to correct an administrative error caused through no fault of the employee when deemed necessary and reasonable by the City Manager. Approval of renewals and amendments to existing benefit contracts shall be delegated to the City Manager if they are within budgeted funds. In addition, where there is a written employment agreement between the City and a City employee, the provisions of the employment agreement shall govern the classification, title, compensation and benefits of the employee to the extent there is any inconsistency between this Salary Resolution and the provisions of the employment agreement. All references made herein to the City Manager shall also apply to the City Attorney in cases of City Attorney classifications or City Attorney staff.

SECTION 13.0 - SEVERABILITY. If any portion of this Resolution is declared invalid, the remaining sections or portions are to be considered valid and unaffected by the determination of invalidity.

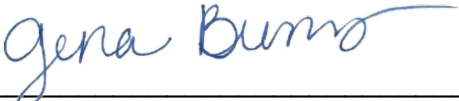
PASSED AND ADOPTED this 25th day of July 2022.

Sofia Rubalcava, Mayor

ATTEST:

Michael B. MacDonald, CMC
City Clerk

APPROVED AS TO FORM:

By: 

Gena B. Burns, Special Legal Counsel

EXHIBIT A
SALARY RESOLUTION
INDEX

SECTION 1.0	AUTHORITY
SECTION 2.0	DESIGNATION AND EXPLANATION OF SALARY SCHEDULES
SECTION 2.1	EXPLANATION OF SALARY GRADES, RANGES AND PAY RATES
SECTION 2.2	SALARY PERIOD, DATE AND METHOD OF SALARY PAYMENT
SECTION 2.3	FRINGE BENEFITS AND ADDITIONAL COMPENSATION
SECTION 2.4	EFFECT OF REGULAR PART-TIME APPOINTMENTS
SECTION 2.5	AT-WILL APPOINTMENTS
SECTION 2.6	DELEGATION OF AUTHORITY
SECTION 3.0	TEMPORARY SUPPORT STAFF APPOINTMENTS
SECTION 4.0	INCENTIVE AWARDS
SECTION 4.1	RECRUITMENT INCENTIVES
SECTION 4.2	PAID ADMINISTRATIVE LEAVE
SECTION 5.0	COUNCIL - SALARY SCHEDULE "L"
SECTION 5.1	REIMBURSEMENT
SECTION 5.2	HEALTH, DENTAL, AND VISION INSURANCE
SECTION 5.3	RETIREMENT
SECTION 5.4	DEFERRED COMPENSATION
SECTION 6.0	EXECUTIVES - SALARY SCHEDULE "E"
SECTION 7.0	MANAGEMENT - SALARY SCHEDULE "M"
SECTION 8.0	CONFIDENTIAL - SALARY SCHEDULE "C"
SECTION 9.0	POLICE AND FIRE RECRUITS - SALARY SCHEDULE "D"
SECTION 10.0	TEMPORARY RECREATION SUPPORT STAFF – SALARY SCHEDULE "R"
SECTION 11.0	TEMPORARY SUPPORT STAFF – SALARY SCHEDULE "X"
SECTION 12.0	APPROVAL
SECTION 13.0	SEVERABILITY
EXHIBIT A	INDEX