



CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT

MEMORANDUM

DATE: September 28, 2023

TO: Mayor and City Council Members
Ashely J. Feeney, City Manager

FROM: Susan Talwar, Administrative Services Director
Macy Dippert, Human Resources Manager

SUBJECT: **Resolutions Adopting the Memorandums of Understanding for the Citrus Heights Police Officers Association and the Citrus Heights Police Employees Association; Amended Salary Table with Cost of Living Adjustments and Select Market Equity Adjustments; Amendments to the Employer Contribution Level for Employee Health Benefits; and Unrepresented Safety and CHPOA Employee Cost-Sharing.**

Summary and Recommendation

The most recent Memorandums of Understanding (MOU) which serve as labor agreements between the Citrus Heights Police Officers Association (CHPOA), the Citrus Heights Police Employees Association (CHPEA) and the City of Citrus Heights covered the period from October 1, 2021 to September 30, 2023. Pursuant to the City Council's direction, the City's labor negotiation representatives met and conferred with representatives of both the CHPOA and CHPEA over the past several months regarding respective new Memorandums of Understandings. Per the City's compensation policy a total compensation study was conducted for the entire organization to evaluate market competitiveness relative to employee retention and recruitment by an outside consultant. The findings served as the basis to inform the aforementioned MOUs and also the recommendations relative to addressing total compensation with select market equity and benefit adjustments for unrepresented employees. The last citywide compensation study the City had completed was in 2017.

Staff recommends City Council approve the following:

1) Staff recommends the City Council adopt Resolution No. 2023-___, a Resolution of the City Council of the City of Citrus Heights adopting a Memorandum of Understanding with the Citrus Heights, California Police Officers Association.

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The CHPOA board and city appointed negotiating representatives reached tentative agreement regarding a new MOU on September 14, 2023. The CHPOA membership held a vote and a majority ratified the new MOU on September 18, 2023.

2) Pending CHPEA membership approval, staff recommends the City Council adopt Resolution No. 2023-___, a Resolution of the City Council of the City of Citrus Heights, California, adopting a Memorandum of Understanding with the Citrus Heights Police Employees Association.

The CHPEA board and city appointed negotiating representatives reached tentative agreement regarding a new MOU on September 18, 2023. The CHPEA membership have a vote scheduled for September 27, 2023. The results of the vote will be reported out to the City Council at the September 28, 2023 City Council meeting.

3) Staff recommends the City Council adopt Resolution No. 2023-___, A Resolution of the City Council of the City of Citrus Heights, California, adopting the amended Salary Table, with Cost of Living Adjustments and Select Market Equity Adjustments.

4) Staff recommends the City Council adopt Resolution No. 2023-___, A Resolution of the City Council of the City of Citrus Heights, California, Adopting the Amendments to the Employer Contribution Level for Employee Health Benefits.

5) Staff recommends the City Council adopt Resolution No. 2023-___, a Resolution of the City Council of the City of Citrus Heights, California, Adopting Unrepresented Safety Units for Cost Sharing Pursuant to Government Code Section 20516.

Executive Summary

The City of Citrus Heights has been experiencing significant employee retention and recruitment challenges. Candid feedback given in exit interviews has consistently pointed to employees leaving for higher rates of compensation at other regional agencies. Since the last compensation study was completed in 2017, the City has not kept up organization wide with cost of living adjustments and has fallen behind considerably in total employee compensation as compared to regional agencies. The City has also held a static contribution to employee medical benefits for many years during a period when medical benefits have continued to increase - thus requiring the employee to pick up a larger share. The results of the 2023 compensation study confirmed that Citrus Heights was among one of the lowest agencies in the region for total compensation which has created a significant organizational issue that needs to be addressed.

Employee retention is a key endeavor and goal relative to efficient service delivery models and also from a fiscal prudence standpoint. Trained, qualified, seasoned employees are important to ensuring that work is executed in a professional manner with high standards of care. Experienced employees have historical community and organizational knowledge, are important

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for training newer staff members and are critical for succession planning within an organization. The City of Citrus Heights runs an efficient staffing model that relies on productive, effective employees that have experience in their field. Across all disciplines, it is important to retain well-qualified employees to address complex work that can have major consequences if not executed properly.

When an employee leaves the City, there is considerable cost relative to recruitment, backgrounds and medical clearances, training and the opportunity costs of other employees involved in onboarding and training. For instance, the costs to hire a new police officer include a six-month paid academy and when they return, they are doubled up with a field training officer and are not able to work on their own until completing field training approximately one year after their hire date. In other words, it takes about one year for an officer to be fully-effective and there are significant costs to the City during that entire period. There is also the risk that at the end of the program or at some point along the way, they may not stay with the profession or make the cut.

Over the last couple of years, we have seen substantial turnover requiring training costs and a loss of experienced personnel. Losing our trained personnel to outside agencies has put internal strain on the organization but also has long-term fiscal implications. Not only is there near-term costs relative to recruiting and training but a city experiences long-term liability relative to having a higher unfunded pension liability if they retire from an agency at a higher compensation rate. In addition to retention challenges, when the City has been recruiting for new personnel to fill created vacancies, the total compensation package is creating challenges to attracting lateral or promotional candidates. In sum, the retention and recruitment challenges are an obstacle to advancing community goals and priorities, inclusive of delivering on considerable planned street resurfacing and public safety objectives.

The approach that staff recommends is to solve for the market median for comparable agencies on total compensation. In effort to minimize future pension liability, a fiscally prudent strategy of increasing medical contribution rates helps increase total compensation versus looking at solving predominantly with salary which would significantly increase future pension liability. This also helps address the concerns about growing medical employee contribution costs that have occurred over the years. After addressing the medical contribution rate which helped bring many positions up to median, select market equity adjustments are recommended to bring positions that were still below up to median. A cost of living increase of three percent for all employee classifications is also recommended as explained in this staff report.

The City's financial model has included cost of living adjustments in the forecast and the fiscal impact of the recommended adjustments are accounted for. The proposed budget adjustments still maintain reserve balances well above the City Council minimum reserve policy when applied to the 10-year financial model. Keeping up with cost of living adjustments in the future will help ensure that the City does not fall into a position where adjustments to this depth are

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needed to stay competitive in the marketplace. Through negotiations with bargaining groups, the City was also able to get some beneficial agreements relative to increased public safety (sworn) employee retirement contribution cost sharing related to PERS classic members, specific schedule modifications for records and dispatch that will help with operational efficiencies providing for enhanced, more efficient, service delivery. The approach taken to addressing the compensation study was consistent across both represented and unrepresented labor groups.

Fiscal Impact

The City's Fiscal Year (FY) 2023/24 General Fund budget is projected to have a total savings of \$1,777,000 of which \$1,300,000 is from salary savings, due to position vacancies, plus an additional \$477,000 savings from the CalPERS unfunded actuarial liability payment. With funding currently available in the Police Department budget and anticipated budget savings, no budget adjustment is required for FY 23/24. For FY 24/25, an amendment of \$2,256,154 is being requested to the general fund budget. Staff has incorporated the compensation expenditures into the 10-year Financial Forecast while maintaining the minimum target reserves.

Staff conducted a compensation study for certain benchmark classifications and determined the applicable market equity adjustments and city paid medical contribution including additional inflationary adjustment to bring the City to a median total compensation position with comparable agencies. A cost-of-living adjustment (COLA) of 3% was budgeted for FY 23/24 for all unrepresented staff, CHPOA and CHPEA with no additional fiscal impact.

The cost to implement salary and medical adjustments, assuming all unrepresented authorized positions are filled, is \$438,821 for FY23/24 and \$553,363 for FY 24/25. The estimated cost of implementing the MOU with CHPOA is approximately \$905,799 for FY 23/24 and \$1.13 million for FY24/25. The estimated cost of implementing the MOU with CHPEA is approximately \$388,531 for FY23/24 and \$516,280 for FY 24/25.

Background and Analysis

Competitive employee compensation serves a number of critical needs for both an organization and its employees. It enables the City to retain and attract qualified staff to deliver critical services for residents and businesses. It also enables the organization to grow talent in careers that will strengthen service continuity and performance. Employees are drawn to the City for many reasons including the desire to serve their communities, engage in meaningful work and build a successful career. Staying competitive with comparable agencies on total compensation provides an opportunity for the City to retain employees it has already invested valuable training into and it provides an opportunity to recruit talent to fill vacant positions. The City's compensation program has been built upon three foundational principles: it should be financially sustainable, internally equitable, as well as competitive with the market. The City has traditionally targeted towards the middle of the market compromised of similar situated agencies.

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Compensation systems are not static. They need to be monitored and adjusted relative to forces within and outside of the organization. There were a number of factors driving this total compensation market review, including:

- a) Changing demographics relative to qualified labor supply has dramatically shifted the competitive landscape for talent and has also increased the need to examine the City's salary and benefit positioning in the market ensuring competitiveness and sustainability going forward;
- b) Several years of little or no salary adjustments for staff have created internal inequities, and have led to significant employee retention and recruitment challenges;
- c) One of the major factors contributing to the deficit in total compensation was the City was one of the lowest in the region on employer paid medical contributions; and
- d) The need for the City to keep up with inflationary pressures and account for COLA adjustments to salaries on a go forward basis so that the City does not fall as far behind again.

Staff has incorporated all factors considered in this report into the long-range financial forecast to remain competitive in the market while sustaining fiscal responsibility.

The City Compensation Policy states that a Comprehensive Salary Survey should be conducted no less than every five years. The comprehensive salary survey is a full compensation survey to maintain the City's competitive position in the market. The City contracted with a consultant to survey a labor market comprised of agencies that are similar in nature and scope, and/or agencies that are a direct employment competitor. For 2023, the surveyed agencies for the unrepresented City Hall employee non-public safety classifications are: City of Davis, City of Folsom, City of West Sacramento, City of Galt, City of Rancho Cordova, City of Rocklin, and City of Woodland. CHPOA and CHPEA surveyed the same agencies, excluding City of Galt, and including City of Roseville, City of Elk Grove, City of Sacramento, and County of Sacramento. The comparable agencies that were used for CHPOA and CHPEA were also used for unrepresented police management positions.

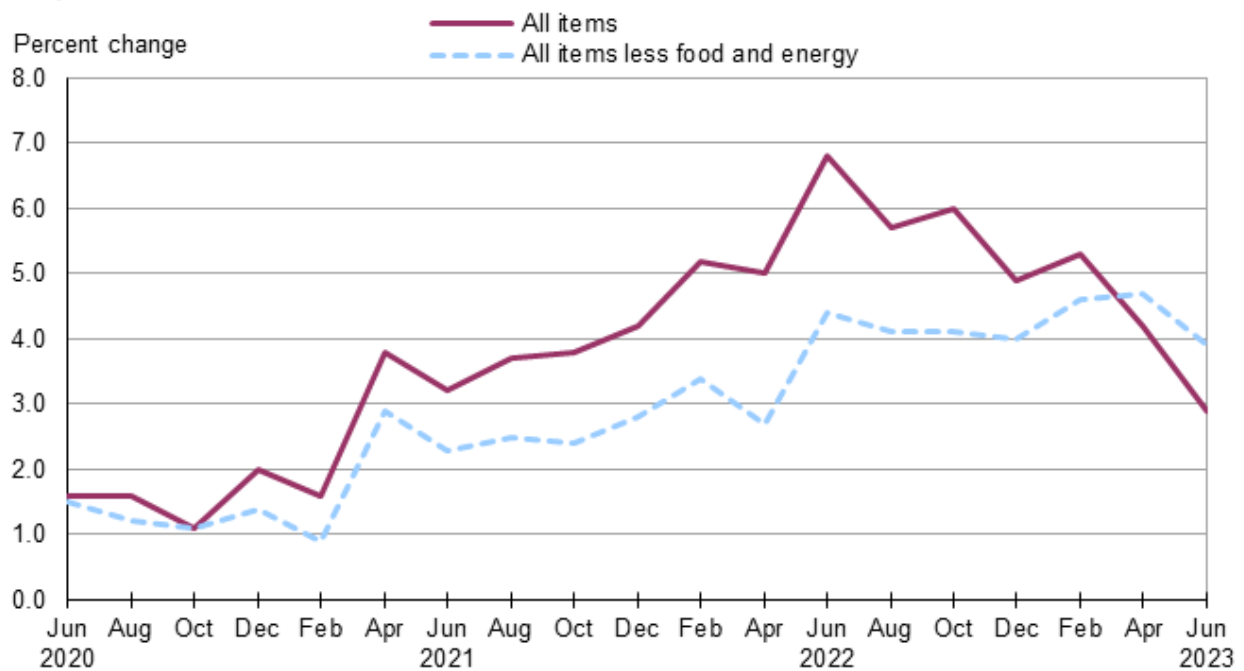
The methodology of the City's compensation study was to collect data from local comparable agencies to ensure salaries and benefits are competitive. Job descriptions and budget documents were collected to confirm comparability. Other data elements that were analyzed during the study include: top step monthly salaries, employer contributions to deferred compensation and insurance programs, certification pay, longevity pay, employee and employer portions for PERS, social security, cost of living increases, leave benefits, cash out policies, and retirement practices. The 2023 survey results show that the City was significantly below market in total compensation, necessitating an increase in health insurance employer premium contributions and a market equity adjustment to certain classifications. A market equity adjustment is the adjustment necessary to address issues relating to salary misalignment with market comparisons.

Cost of Living Adjustments (COLA) is an annual cost-of-living increase to keep up with the rate of inflation. Consumer Price Index (CPI) determines the rate of inflation and is compared annually. The City uses the CPI to calculate the adjustment for a COLA to salary. The U.S.

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Bureau of Labor Statistics reported labor demand continues to be high across the region and the nation. While inflationary pressure continues to financially impact households, the CPI-U rate is trending lower than in previous years. Recent data released from the US Bureau of Labor Statistics reports, over the last 12 months, shows the CPI-U increased overall by 2.9 percent. Food prices increased 5.4 percent while energy prices decreased 16.2 percent, largely due to the decrease in the price of gasoline compared to the second quarter of 2022. The index for all items less food and energy rose 3.9 percent over the year. In addition, staff participating in the city health plan could absorb up to a 13.25% increase in out-of-pocket medical premium contribution.

Chart 1. Over-the-year percent change in CPI-U, San Francisco-Oakland-Hayward, CA, June 2020–June 2023



Source: U.S. Bureau of Labor Statistics.

The table below is a regional comparison of nearby cities where cost of living adjustments was provided during the last two years. One-time payments are noted in the notes section.

City	2023	2022	Notes
Galt	0%	3%	
Folsom	3%	2.25%	
West Sacramento	3%	3%	
Davis	*	2%	*2023 Currently in Negotiations

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Rancho Cordova	2%	3.50%	
West Sacramento	3%	6%	
Rocklin	3%	3 %	
Woodland	3%	*	*2022 varied depending on bargaining unit between 2-3%
Roseville	3%	3%	Market Adjustment Compensation Study for 2024
Elk Grove	2 -5%	3.50%	
County of Sacramento	4%	4%	

While unrepresented employees did not receive any cost-of-living adjustments during 2021, they received a three (3%) percent COLA adjustment plus three (3%) percent a one-time payment for 2022. In addition, the CHPOA and CHPEA received a cost-of-living adjustments as part of their current represented labor contracts during this period as outlined in the table below.

Citrus Heights	2022	2021
Unrepresented Group	3% plus 3% one-time payment	0.00%
CHPOA	2.00%	5.00%
CHPEA	2.00%	5.00%

Memorandum of Understanding between Citrus Heights Police Officers Association and the City of Citrus Heights

The CHPOA is the exclusive collective bargaining representative for the City's Sworn Police Officers and Sergeants. City and CHPOA representatives began the meet and confer process in April for the purpose of agreeing to a contract term MOU between the two entities. Pursuant to direction and authority provided by the City Council, the City's labor negotiation representatives conferred with the Association's representatives on numerous occasions to respond to its proposals and present counter-proposals. On September 14, 2023, the parties reached agreement on the provisions of a MOU which was subsequently ratified by the Association's members on September 18, 2023.

The major components of the MOU to which the parties have agreed, subject to the City Council's approval, are as follows:

Contract Term:	Term October 1, 2023 – June 30, 2026
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Compensation:	<p>Based on the Total Compensation Study the following will be applied.</p> <p>Effective October 1st or the first full pay period after adoption of this Memorandum of Understanding, whichever is later:</p> <ol style="list-style-type: none"> 1. A five percent (5%) market equity adjustment for Police Officers, and 2. A nine percent (9%) market equity adjustment for Police Sergeants. 3. A three percent (3%) cost of living adjustment for all represented classifications. <p>Effective the first full pay after July 1, 2024:</p> <ol style="list-style-type: none"> 1. Between a zero to four percent (0%-4%) cost of living adjustment for all represented classifications based upon the April CPI-U San Francisco/San Jose/Hayward; <p>Effective the first full pay period July 1, 2025:</p> <ol style="list-style-type: none"> 1. Between a zero to four percent (0%-4%) cost of living adjustment for all members of the bargaining unit based upon the April CPI-U San Francisco/San Jose/Hayward.
Medical Premiums:	<p>Effective with the October 1, 2023 premium payment, the City will pay up to the following monthly amounts toward health insurance premiums:</p> <p style="text-align: center;">Employee only - \$925.00 Employee Plus One - \$1,850.00 Employee Plus Family - \$ 2,375.00</p> <p>Medical Cash-in-lieu - An additional \$100 will go to a Health Reimbursement Account or Deferred Compensation (457) plan.</p>
Retirement Benefits:	All employees eligible for the 3% @ 50 retirement formula or the 3% @ 55 retirement formula as provided in this Article agree to pay an additional 1% toward the Employer Contribution.
Specialty Assignment Pay:	Adding Motorcycle Operators and Special Weapons & Tactics Team (SWAT) assignments.
Professional Attire Pay:	Adding language to pro-rate professional attire pay based upon the date the Officer and/or Sergeant is assigned to this unit and will be calculated on the remaining pay periods in the fiscal year.
Leave Time:	Adding Years of service will be calculated based on all years of service employed as a Police Officer/Police Sergeant.
Appendix:	Agreed to the written sabbatical policy as an appendix to the MOU.

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Incorporate agreements above into the new Memorandum of Understanding approved by the City Council on September 28, 2023.

Memorandum of Understanding between Citrus Heights Police Employee Association and the City of Citrus Heights

The CHPEA is the exclusive collective bargaining representative for the City's non-sworn police specific classification. City and CHPEA representatives began the meet and confer process in April for the purpose of agreeing to a contract term MOU between the two entities. Pursuant to direction and authority provided by the City Council, the City's labor negotiation representatives conferred with the Association's representatives on numerous occasions to respond to its proposals and present counter-proposals. On September 19, 2023, the parties reached agreement on the provisions of a MOU which will subsequently be voted on by the Association's members on September 27, 2023, pending approval, it will then officially be ratified seven (7) days after the vote on October 4, 2023.

The major components of the MOU to which the parties have agreed, subject to the City Council's approval, are as follows:

Contract Term:	Term October 1, 2023 – June 30, 2026												
Compensation:	<p>Based on the Total Compensation the following will be applied.</p> <p>Effective October 1st or the first full pay period after adoption of this Memorandum of Understanding, whichever is later:</p> <ol style="list-style-type: none"> 1. A three percent (3%) cost of living adjustment for all represented classifications. 2. Market Equity Adjustments for the following benchmark classifications: <table> <tr> <td>Code Enforcement Officer I/II/Senior</td><td>2.67%</td></tr> <tr> <td>Community Services Officer I/II/Senior</td><td>8.02%</td></tr> <tr> <td>Crime Scene/Property and Evidence Specialist I/II/Senior</td><td>8.02%</td></tr> <tr> <td>Police Crime Analyst</td><td>9.07%</td></tr> <tr> <td>Police Dispatcher I/II</td><td>5.22%</td></tr> <tr> <td>Police Records Technician (re-class)/Senior</td><td>2.55%</td></tr> </table> <p>Effective the first full pay after July 1, 2024: Between a zero to four percent (0%-4%) cost of living adjustment for all represented classifications based upon the April CPI-U San Francisco/San Jose/Hayward;</p>	Code Enforcement Officer I/II/Senior	2.67%	Community Services Officer I/II/Senior	8.02%	Crime Scene/Property and Evidence Specialist I/II/Senior	8.02%	Police Crime Analyst	9.07%	Police Dispatcher I/II	5.22%	Police Records Technician (re-class)/Senior	2.55%
Code Enforcement Officer I/II/Senior	2.67%												
Community Services Officer I/II/Senior	8.02%												
Crime Scene/Property and Evidence Specialist I/II/Senior	8.02%												
Police Crime Analyst	9.07%												
Police Dispatcher I/II	5.22%												
Police Records Technician (re-class)/Senior	2.55%												

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	Effective the first full pay period July 1, 2025: Between a zero to four percent (0%-4%) cost of living adjustment for all members of the bargaining unit based upon the April CPI-U San Francisco/San Jose/Hayward.
Medical Premiums:	Effective with the October 1, 2023 premium payment, the City will pay up to the following monthly amounts toward health insurance premiums: Employee only - \$925.00 Employee Plus One - \$1,850.00 Employee Plus Family - \$ 2,375.00 Medical Cash-in-lieu -An additional \$100 will go to a Health Reimbursement Account or Deferred Compensation (457) plan.
On-Duty Physical Fitness Program:	All Community Services Officers (CSO's) who are assigned to records and data compliance or patrol and will participate in an on-duty physical fitness program. Effected CSO's will receive one hour of paid time during each regularly scheduled shift to complete a forty (40) minute exercise regime.
Holiday/Leave Time:	Communications employees are provided with seven and a half percent (7.5%) of base salary holiday pay in-lieu of observing holidays. This is a 2.5% increase from the current 5% to be competitive with other agencies.
Work Schedules:	Police Dispatchers shall work shifts of three (3)/twelve (12) hour workdays with an alternating eight (8) hour workday every other week. The alternating eight (8) hour workday will remain the same day every other week. Police Records shall work shifts of four (4)/ten (10) hour workdays. This is an additional 4 hour increase from a 36-hour work week schedule.
Advancement from Entry to Journey Level	Employees hired into the entry level classification of Community Services Officer I, Crime Scene/Property and Evidence Specialist I, Police Dispatcher I, Code Enforcement Officer I, and Animal Services Officer I shall advance automatically, on the beginning of the pay period that their anniversary date falls within, to the journey level II classification after the successful completion of twenty-four (24) months of service at the entry level I classification and an overall evaluation rating of "meets expectations" or higher.
Re-Opener	Removing from MOU
Incorporate the agreements above into the new Memorandum of Understanding approved by the City Council on September 28, 2023 and ratified by the Association on October 4, 2023.	

Agreement between Members of the Unrepresented Safety Units and the City of Citrus Heights
All unrepresented safety units eligible for the 3% @ 50 retirement formula or the 3% @ 55 retirement formula agree to pay an additional one percent (1%) for a total of four percent (4%)

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toward the Employer Contribution. The cost sharing will become effective as soon as administratively possible to amend the contract with CalPERS.

Executive Salary Range

Executive management salary ranges will be adjusted by the three (3%) cost-of-living adjustment to the top of salary range. This is not an increase to their salaries.

CLASSIFICATION	CURRENT RANGE		PROPOSED RANGE	
Administrative Services Director	\$142,858.65	\$188,933.27	\$147,144.41	\$194,601.27
Chief of Police	\$174,506.21	\$230,787.26	\$179,741.40	\$237,710.88
Community Development Director	\$142,858.65	\$188,933.27	\$147,144.41	\$194,601.27
Economic Development and Community Engagement Director	\$142,858.65	\$188,933.27	\$147,144.41	\$194,601.27
General Services Director	\$147,146.52	\$194,601.27	\$151,560.92	\$200,439.31

Consistent with Government Code Section 54953(c)(3) the Council must orally state a summary of Council action on salaries, salary schedules, and fringe benefits for Executive Managers. *For ease of records, that statement is as follows, and must be read orally:*

“This item is a recommendation to approve a three percent (3%) cost-of-living adjustment to the top of the salary range for the Executive Management classifications of:

- Administrative Services Director*
- Chief of Police*
- Community Development Director*
- Economic Development and Community Engagement Director*
- General Services Director*

In addition, Chief of Police agrees to pay an additional one percent (1%) for a total of four percent (4%) toward the employer contribution for retirement under Government Code Section 20516 until such time as the contract with California Public Employees Retirement System (CalPERS) for unrepresented safety members can be amended to allow payment of an additional one percent (1%) for a total of four percent (4%) toward the Employer Contribution pursuant to Government Code Section 20516.

These changes will become effective on October 8, 2023.”

Amended Salary Table

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The salary table was most recently adopted with updates on November 10, 2022. California Code of Regulations, Title 2, Section 570.5 and requirements of the California Public Employees' Retirement System (CalPERS) requires that the payrate shall be listed on a schedule which:

1. Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws;
2. Identifies the position title for every employee position;
3. Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
4. Indicates the time base, including but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
5. Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
6. Indicates an effective date and date of any revisions;
7. Is retained by the employer and available for public inspection for not less than five years; and
8. Does not reference another document in lieu of disclosing the payrate.

To retain staff and to stay competitive in the marketplace, public agencies implement a cost-of-living adjustments and equity adjustments reflective of market conditions. The amended Salary Table (Exhibit A) reflects additions, revisions, and deletions, which have occurred since adoption of the prior Salary Table:

Additions

1. Customer Service Representative (effective May 25, 2023) – internal relationship set to the Program Assistant
2. Event and Community Center Supervisor (effective May 25, 2023) – internal relationship set to 15% above Management Analyst II
3. Facilities and Fleet Supervisor (effective May 25, 2023) – internal relationship set to 15% above Management Analyst II

Revisions

1. Considering the pressures of inflation, actions of nearby cities and the fiscally prudent budget actions that promote fiscal health, staff recommend a cost-of-living adjustment of three (3%) percent for regular unrepresented employees.
2. The following benchmark classifications along with the classifications linked with the City's internal relationship including links to the CHPOA and CHPEA will receive a one-time market equity adjustments effective October 8, 2023:
 - a. Associate Civil Engineer – 2.59%
 - b. Associate Planner – 4.43 %
 - c. Building Inspector – 2.88%
 - d. City Clerk – 7.52%

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- e. Construction Maintenance Inspector II – 4.40%
 - f. Custodian – 3.47%
 - g. Engineering Technician II – 10.17%
 - h. Maintenance Worker II – 5.51%
 - i. Police Lieutenant – 2.0%
 - j. Police Commander – 1.0%
 - k. Police Services Manager – internal relationship set to 15% above the Police Communications Supervisor
3. Extra help employees will receive a cost-of-living adjustment of three (3%) percent excluding the minimum wage classification.
 4. Per the new state minimum wage requirement all minimum wage classifications will go up to \$16.00 effective October 8, 2023.
 5. The following internal relationships have been updated:
 - a. Event & Community Center Technician – internal relationship set to 10% below Administrative Assistant
 - b. New benchmark classifications: Human Resources Manager, Human Resources Technician and Operations Manager
 - c. Police Services Manager – internal relationship set to 15% above Police Communications Supervisor

Deletions

The following are classifications that are not being utilized by the City. In the event there is a need to re-evaluate a prior used classification Human Resources will conduct a classification and compensation review.

1. Assistant Chief of Police
2. Assistant City Clerk
3. Assistant to the City Manager
4. City Manager's Executive Assistant
5. Code Enforcement Technician
6. Development Specialist I/II
7. Economic Development and Communications Manager
8. Engineering Aide
9. Facility and Grounds Manager
10. Financial Assistant II
11. Grants & Housing Program Technician I/II
12. Housing Planner
13. Human Resources Associate
14. Human Resources Analyst I/II
15. Information Technology Technician
16. Junior Planner

Subject: Resolutions Adopting the Memorandums of Understanding for the Citrus Heights Police Officers Association and the Citrus Heights Police Employees Association; Amended Salary Table with Cost of Living Adjustments and Select Market Equity Adjustments; Amendments to the Employer Contribution level for Employee Health Benefits; and Unrepresented Safety and CHPOA Employee Cost-Sharing
Date: September 28, 2023
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17. Payroll Specialist
18. Planning Manager
19. Planning Technician
20. Principal Accounting-Auditor
21. Senior Accounting-Auditor
22. Principal Information Technology Analyst
23. Program Analyst
24. Receptionist
25. Senior Information Technology Technician
26. Senior Planning Technician
27. Senior Traffic Technician
28. Senior Civil/Traffic Engineer
29. Street & Utilities Maintenance Supervisor
30. Traffic & Signal Operations Supervisor
31. Associate Engineer – Extra Help
32. City Engineer – Extra Help
33. Data Entry Assistant – Extra Help
34. Management Aide – Extra Help
35. Police Fleet Manager – Extra Help
36. Program Analyst – Extra Help
37. Senior Account-Auditor – Extra Help
38. Assistant City Manager
39. Community Services Director
40. Finance Director

City Medical Premium Contribution

For all unrepresented employees, including classification of Executive Management, effective with the October 1, 2023 premium contribution, the City will provide up to the following monthly amounts toward health insurance premiums:

Level	Current	Proposed
Employee only	\$800.00	\$925.00
Employee plus one	\$1,300.00	\$1,850.00
Employee plus family	\$1,600.00	\$2,375.00
Unused medical*	\$600.00	\$600.00 plus \$100 towards an HRA** or 457 Plan

* Requires proof of qualifying outside health insurance coverage through a spouse, domestic partner or alternative retirement

** HRA – is a Health Reimbursement Arrangement

Subject: Resolutions Adopting the Memorandums of Understanding for the Citrus Heights Police Officers Association and the Citrus Heights Police Employees Association; Amended Salary Table with Cost of Living Adjustments and Select Market Equity Adjustments; Amendments to the Employer Contribution level for Employee Health Benefits; and Unrepresented Safety and CHPOA Employee Cost-Sharing
Date: September 28, 2023
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Contributions for benefit-eligible part-time employees will be pro-rated on the assigned benefit tier (e.g., 50%, 75%) in accordance with current city policy.

Attachments

1. Staff recommends the City Council adopt Resolution No. 2023-____, a Resolution of the City Council of the City of Citrus Heights, California adopting a Memorandum of Understanding with the Citrus Heights Police Officers Association and Employee Cost-sharing.
2. Staff recommends the City Council adopt Resolution No. 2023-____, a Resolution of the City Council of the City of Citrus Heights, California adopting a Memorandum of Understanding with the Citrus Heights Police Employees Association.
3. Staff recommends the City Council adopt Resolution No. 2023-____, A Resolution of the City Council of the City of Citrus Heights, California, adopting the amended Salary Table with Cost of Living Adjustments and Market Equity Adjustments.
 - a. Exhibit A – Amended Salary Table.
4. Staff recommends the City Council adopt Resolution No. 2023-____, A Resolution of the City Council of the City of Citrus Heights, California, adopting amendments to the employer contribution level for employee health benefits.
5. Staff recommends the City Council adopt Resolution No. 2023-____, a resolution of the City Council of the City of Citrus Heights, California, adopting an agreement with members of Unrepresented Safety Units for Cost Sharing Pursuant to Government Code Section 20516,
 - a. Exhibit A, Agreement between Members of the Unrepresented Safety Units and the City of Citrus Heights to Share the Cost of the Employer Contribution Pursuant to Government Code Section 20516

RESOLUTION NO. 2023- ____**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, ADOPTING A MEMORANDUM OF UNDERSTANDING WITH THE CITRUS HEIGHTS POLICE OFFICERS ASSOCIATION**

WHEREAS, the City Council of the City of Citrus Heights, pursuant to California Government Code section 3500 et seq., enacted an employer-employee relations policy by adopting Resolutions 2001-110 and 2006-27;

WHEREAS, under the terms of those Resolutions, the City Manager and his/her representatives and representatives of the Citrus Heights Police Officers Association (CHPOA), the recognized employee organization for the Sworn Officer and Sergeants Unit, as designated in said policy, have met and conferred in good faith;

WHEREAS, these parties have reached agreement on matters relating to the employment conditions of the said employees, as reflected by the written Memorandum of Understanding (MOU) which is on file in the City Clerk's office and hereby referenced;

WHEREAS, this MOU would provide the following changes:

1. Effective September 28, 2023, Officers and Sergeants participating in the 3@50 and 3@55 Retirement Plans (Classic Members)
 - a. Employees will contribute and additional one percent (1%) for a total of Four Percent (4%) toward the employer contribution to CalPERS as follows:
 - i. Cost Sharing of and additional one percent (1%) for a total of Four Percent (4%) pursuant to Government Code Section 20516 effective on such date as CalPERS approves a contract amendment implementing an amended cost sharing agreement. The foregoing contributions shall be over and above the normal contribution rate required by Public Employee Retirement Law (PERL).
 - b. City agrees to initiate the contract amendment process with CalPERS for cost sharing of an additional one percent (1%) for a total of Four Percent (4%) pursuant to Government Code Section 20516 following adoption of the MOU. The cost sharing will become effective as soon as administratively possible to amend the contract with CalPERS.

WHEREAS, this Council finds that the provisions and agreements contained in said Memorandum are fair and proper and in the best interest of the City; and

WHEREAS, the Association has previously ratified the terms and conditions of the Memorandum.

NOW THEREFORE BE IT RESOLVED AND ORDERED by the City Council of the City of Citrus Heights that the terms and conditions contained in said Memorandum of Understanding are hereby adopted.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

PASSED AND ADOPTED by the City Council of the City of Citrus Heights, California, this 28th day of September 2023 by the following vote, to wit:

AYES: **Council Members:**
NOES: **Council Members:**
ABSTAIN: **Council Members:**
ABSENT: **Council Members:**

Tim Schaefer, Mayor

ATTEST:

Amy Van, City Clerk

RESOLUTION NO. 2023- ____**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,
CALIFORNIA, ADOPTING A MEMORANDUM OF UNDERSTANDING WITH THE
CITRUS HEIGHTS POLICE EMPLOYEES' ASSOCIATION**

WHEREAS, the City Council of the City of Citrus Heights, pursuant to California Government Code section 3500 et seq., enacted an employer-employee relations policy by adopting Resolutions 2001-110 and 2006-27;

WHEREAS, under the terms of those Resolutions, the City Manager and his/her representatives and representatives of the Citrus Heights Police Employees Association (CHPEA), the recognized employee organization for the non-sworn police classifications, as designated in said policy, have met and conferred in good faith;

WHEREAS, these parties have reached agreement on matters relating to the employment conditions of the said employees, as reflected by the written Memorandum of Understanding (MOU) which is on file in the City Clerk's office and hereby referenced;

WHEREAS, this Council finds that the provisions and agreements contained in said Memorandum are fair and proper and in the best interest of the City; and

WHEREAS, the Association has previously ratified the terms and conditions of the Memorandum.

NOW THEREFORE BE IT RESOLVED AND ORDERED by the City Council of the City of Citrus Heights that the terms and conditions contained in said Memorandum of Understanding are hereby adopted.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

PASSED AND ADOPTED by the City Council of the City of Citrus Heights, California, this 28th day of September 2023 by the following vote, to wit:

AYES:	Council Members:
NOES:	Council Members:
ABSTAIN:	Council Members:
ABSENT:	Council Members:

Tim Schaefer, Mayor

ATTEST:

Amy Van, City Clerk

RESOLUTION NO. 2023 - ____**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, ADOPTING THE AMENDED SALARY TABLE WITH COST OF LIVING ADJUSTMENTS AND SELECT MARKET EQUITY ADJUSTMENTS**

WHEREAS, the City of Citrus Heights engages in sound economic planning practices;

WHEREAS, a salary adjustment and market equity adjustments warranted given the results of the total compensation inflationary economy and need to keep wages competitive with similarly situated jurisdictions in the local region;

WHEREAS, California Code of Regulations, Title 2, Section 570.5 requires governing bodies of local agencies contracting with the California Public Employees' Retirement System to approve and adopt a payrate schedule in accordance with public meeting laws; and

WHEREAS, the payrate schedule must identify each position by title, the individual payrate amount or ranges for that position, the time base upon which the amounts are based, and track all revisions.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Citrus Heights hereby finds and determines the above recitals are true and correct and have served as the basis, in part, for the findings and actions of the City Council as set forth below.

The City Council hereby adopts the amended Salary Table, Exhibit A, attached to this resolution as follows:

The City Council hereby adopts the following:

- Amended Salary Table, Exhibit A, (attached to this resolution) including 3% cost of living adjustment for all positions effective October 8, 2023
- Market Equity adjustments to the benchmark classifications and their internal relationship classifications that were below market median
- Adding three new classifications: Customer Services Representative; Event and Community Center Supervisor; and Facilities and Fleet Supervisor
- Deleting unused classifications
- Updating the minimum wage classifications
- Updating internal relationships

The City Clerk shall certify the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED AND ADOPTED by the City Council of the City of Citrus Heights, California, this 28th day of September 2023 by the following vote, to wit:

AYES: **Council Members:**
NOES: **Council Members:**
ABSTAIN: **Council Members:**

ABSENT: Council Members:

Tim Schaefer, Mayor

ATTEST:

Amy Van, City Clerk

EXHIBIT A – Amended Salary Table (Presented to the City Council September 28, 2023)

CITY OF CITRUS HEIGHTS SALARY TABLE

Adopted: September 28, 2023

Effective: October 8, 2023

Approved by Resolution 2023-XXX

Full-Time Unrepresented Position Titles	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Hourly	Annual
ACCOUNTANT	\$ 36.7365	\$ 37.6549	\$ 38.5962	\$ 39.5611	\$ 40.5502	\$ 41.5639	\$ 42.6030	\$ 43.6681	\$ 44.7598	\$ 45.8788	x	
ACCOUNTING MANAGER	\$ 115,546.26	\$ 118,434.91	\$ 121,395.78	\$ 124,430.68	\$ 127,541.45	\$ 130,729.98	\$ 133,998.23	\$ 137,348.19	\$ 140,781.89	\$ 144,301.44		x
ACCOUNTING TECHNICIAN	\$ 27.1345	\$ 27.8129	\$ 28.5082	\$ 29.2209	\$ 29.9514	\$ 30.7002	\$ 31.4677	\$ 32.2544	\$ 33.0608	\$ 33.8873	x	
ADMINISTRATIVE ASSISTANT	\$ 27.1345	\$ 27.8129	\$ 28.5082	\$ 29.2209	\$ 29.9514	\$ 30.7002	\$ 31.4677	\$ 32.2544	\$ 33.0608	\$ 33.8873	x	
ADMINISTRATIVE TECHNICIAN	\$ 29.8480	\$ 30.5941	\$ 31.3590	\$ 32.1430	\$ 32.9466	\$ 33.7702	\$ 34.6145	\$ 35.4798	\$ 36.3668	\$ 37.2760	x	
ASSISTANT ENGINEER	\$ 37.2206	\$ 38.1511	\$ 39.1049	\$ 40.0825	\$ 41.0846	\$ 42.1117	\$ 43.1645	\$ 44.2436	\$ 45.3497	\$ 46.4834	x	
ASSISTANT PLANNER	\$ 34.7078	\$ 35.5755	\$ 36.4649	\$ 37.3765	\$ 38.3109	\$ 39.2687	\$ 40.2504	\$ 41.2567	\$ 42.2881	\$ 43.3453	x	
ASSOCIATE CIVIL ENGINEER	\$ 93,676.66	\$ 96,018.58	\$ 98,419.04	\$ 100,879.52	\$ 103,401.50	\$ 105,986.54	\$ 108,636.20	\$ 111,352.11	\$ 114,135.91	\$ 116,989.31		x
ASSOCIATE ENGINEER	\$ 40.9426	\$ 41.9662	\$ 43.0153	\$ 44.0907	\$ 45.1930	\$ 46.3228	\$ 47.4809	\$ 48.6679	\$ 49.8846	\$ 51.1317	x	
ASSOCIATE PLANNER	\$ 79,411.51	\$ 81,396.80	\$ 83,431.72	\$ 85,517.52	\$ 87,655.45	\$ 89,846.84	\$ 92,093.01	\$ 94,395.34	\$ 96,755.22	\$ 99,174.10		x
BUILDING INSPECTOR I	\$ 31.4925	\$ 32.2798	\$ 33.0868	\$ 33.9140	\$ 34.7618	\$ 35.6309	\$ 36.5216	\$ 37.4347	\$ 38.3705	\$ 39.3298	x	
BUILDING INSPECTOR II	\$ 34.6418	\$ 35.5078	\$ 36.3955	\$ 37.3054	\$ 38.2380	\$ 39.1940	\$ 40.1738	\$ 41.1782	\$ 42.2076	\$ 43.2628	x	
CHIEF BUILDING OFFICIAL	\$ 115,546.26	\$ 118,434.91	\$ 121,395.78	\$ 124,430.68	\$ 127,541.45	\$ 130,729.98	\$ 133,998.23	\$ 137,348.19	\$ 140,781.89	\$ 144,301.44		x
CITY CLERK	\$ 109,126.08	\$ 111,854.23	\$ 114,650.59	\$ 117,516.85	\$ 120,454.77	\$ 123,466.14	\$ 126,552.80	\$ 129,716.62	\$ 132,959.53	\$ 136,283.52		x
CITY ENGINEER	\$ 139,562.99	\$ 143,052.06	\$ 146,628.37	\$ 150,294.08	\$ 154,051.43	\$ 157,902.71	\$ 161,850.28	\$ 165,896.54	\$ 170,043.95	\$ 174,295.05		x
COMMUNICATIONS OFFICER	\$ 84,052.80	\$ 86,154.12	\$ 88,307.97	\$ 90,515.67	\$ 92,778.56	\$ 95,098.03	\$ 97,475.48	\$ 99,912.37	\$ 102,410.18	\$ 104,970.43		x
CONSTRUCTION/MAINTENANCE INSPECTOR I	\$ 30.0424	\$ 30.7935	\$ 31.5633	\$ 32.3524	\$ 33.1612	\$ 33.9903	\$ 34.8400	\$ 35.7110	\$ 36.6038	\$ 37.5189	x	
CONSTRUCTION/MAINTENANCE INSPECTOR II	\$ 33.0467	\$ 33.8729	\$ 34.7197	\$ 35.5877	\$ 36.4774	\$ 37.3893	\$ 38.3240	\$ 39.2821	\$ 40.2642	\$ 41.2708	x	
CONSTRUCTION/MAINTENANCE INSPECTOR SUPERVISOR	\$ 96,660.72	\$ 99,077.23	\$ 101,554.17	\$ 104,093.02	\$ 106,695.35	\$ 109,362.73	\$ 112,096.80	\$ 114,899.22	\$ 117,771.70	\$ 120,715.99		x
CUSTODIAN	\$ 18.4240	\$ 18.8846	\$ 19.3568	\$ 19.8407	\$ 20.3367	\$ 20.8451	\$ 21.3662	\$ 21.9004	\$ 22.4479	\$ 23.0091	x	
CUSTOMER SERVICE REPRESENTATIVE <i>effective 05/25/2023</i>	\$ 21.5999	\$ 22.1399	\$ 22.6934	\$ 23.2607	\$ 23.8422	\$ 24.4383	\$ 25.0492	\$ 25.6755	\$ 26.3174	\$ 26.9753	x	
DATABASE & APPLICATIONS ANALYST	\$ 45.0704	\$ 46.1971	\$ 47.3520	\$ 48.5358	\$ 49.7492	\$ 50.9930	\$ 52.2678	\$ 53.5745	\$ 54.9139	\$ 56.2867	x	
DEVELOPMENT SERVICES TECHNICIAN I	\$ 25.9873	\$ 26.6370	\$ 27.3029	\$ 27.9855	\$ 28.6851	\$ 29.4023	\$ 30.1373	\$ 30.8908	\$ 31.6630	\$ 32.4546	x	
DEVELOPMENT SERVICES TECHNICIAN II	\$ 28.5861	\$ 29.3007	\$ 30.0333	\$ 30.7841	\$ 31.5537	\$ 32.3425	\$ 33.1511	\$ 33.9799	\$ 34.8294	\$ 35.7001	x	
ENGINEERING TECHNICIAN I	\$ 29.3541	\$ 30.0879	\$ 30.8401	\$ 31.6111	\$ 32.4014	\$ 33.2114	\$ 34.0417	\$ 34.8928	\$ 35.7651	\$ 36.6592	x	
ENGINEERING TECHNICIAN II	\$ 32.2895	\$ 33.0967	\$ 33.9241	\$ 34.7722	\$ 35.6415	\$ 36.5326	\$ 37.4459	\$ 38.3820	\$ 39.3416	\$ 40.3251	x	
EVENT & COMMUNITY CENTER TECHNICIAN	\$ 24.6677	\$ 25.2844	\$ 25.9165	\$ 26.5644	\$ 27.2285	\$ 27.9093	\$ 28.6070	\$ 29.3222	\$ 30.0552	\$ 30.8066	x	
EVENT & COMMUNITY CENTER SUPERVISOR <i>effective 05/25/2023</i>	\$ 96,660.72	\$ 99,077.23	\$ 101,554.17	\$ 104,093.02	\$ 106,695.35	\$ 109,362.73	\$ 112,096.80	\$ 114,899.22	\$ 117,771.70	\$ 120,715.99		x
EXECUTIVE ASSISTANT	\$ 32.8327	\$ 33.6536	\$ 34.4949	\$ 35.3573	\$ 36.2412	\$ 37.1472	\$ 38.0759	\$ 39.0278	\$ 40.0035	\$ 41.0036	x	
FACILITIES AND FLEET SUPERVISOR <i>effective 05/25/2023</i>	\$ 96,660.72	\$ 99,077.23	\$ 101,554.17	\$ 104,093.02	\$ 106,695.35	\$ 109,362.73	\$ 112,096.80	\$ 114,899.22	\$ 117,771.70	\$ 120,715.99		x
FINANCE MANAGER	\$ 115,546.26	\$ 118,434.91	\$ 121,395.78	\$ 124,430.68	\$ 127,541.45	\$ 130,729.98	\$ 133,998.23	\$ 137,348.19	\$ 140,781.89	\$ 144,301.44		x
FLEET TECHNICIAN	\$ 28.3933	\$ 29.1032	\$ 29.8308	\$ 30.5765	\$ 31.3409	\$ 32.1245	\$ 32.9276	\$ 33.7508	\$ 34.5945	\$ 35.4594	x	
HOUSING & HUMAN SERVICES PROGRAM COORDINATOR	\$ 96,660.72	\$ 99,077.23	\$ 101,554.17	\$ 104,093.02	\$ 106,695.35	\$ 109,362.73	\$ 112,096.80	\$ 114,899.22	\$ 117,771.70	\$ 120,715.99		x
HUMAN RESOURCES MANAGER	\$ 121,421.73	\$ 124,457.27	\$ 127,568.70	\$ 130,757.92	\$ 134,026.87	\$ 137,377.54	\$ 140,811.98	\$ 144,332.28	\$ 147,940.59	\$ 151,639.10		x
HUMAN RESOURCES TECHNICIAN	\$ 32.8325	\$ 33.6533	\$ 34.4947	\$ 35.3570	\$ 36.2409	\$ 37.1470	\$ 38.0756	\$ 39.0275	\$ 40.0032	\$ 41.0033	x	
INFORMATION TECHNOLOGY SUPPORT SPECIALIST	\$ 37.4102	\$ 38.3454	\$ 39.3041	\$ 40.2867	\$ 41.2938	\$ 42.3262	\$ 43.3844	\$ 44.4690	\$ 45.5807	\$ 46.7202	x	
INFORMATION TECHNOLOGY ANALYST I	\$ 35.6288	\$ 36.5195	\$ 37.4325	\$ 38.3683	\$ 39.3275	\$ 40.3107	\$ 41.3185	\$ 42.3515	\$ 43.4102	\$ 44.4955	x	
INFORMATION TECHNOLOGY ANALYST II	\$ 39.1916	\$ 40.1714	\$ 41.1757	\$ 42.2051	\$ 43.2602	\$ 44.3418	\$ 45.4503	\$ 46.5866	\$ 47.7512	\$ 48.9450	x	
INFORMATION TECHNOLOGY MANAGER	\$ 121,421.73	\$ 124,457.27	\$ 127,568.70	\$ 130,757.92	\$ 134,026.87	\$ 137,377.54	\$ 140,811.98	\$ 144,332.28	\$ 147,940.59	\$ 151,639.10		x
MAINTENANCE WORKER I	\$ 22.4454	\$ 23.0065	\$ 23.5817	\$ 24.1712	\$ 24.7755	\$ 25.3949	\$ 26.0298	\$ 26.6805	\$ 27.3475	\$ 28.0312	x	
MAINTENANCE WORKER II	\$ 24.6899	\$ 25.3071	\$ 25.9398	\$ 26.5883	\$ 27.2530	\$ 27.9344	\$ 28.6327	\$ 29.3485	\$ 30.0822	\$ 30.8343	x	

Full-Time Unrepresented Position Titles	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Hourly	Annual
MANAGEMENT ANALYST I	\$ 76,411.63	\$ 78,321.92	\$ 80,279.97	\$ 82,286.97	\$ 84,344.15	\$ 86,452.75	\$ 88,614.07	\$ 90,829.42	\$ 93,100.16	\$ 95,427.66		x
MANAGEMENT ANALYST II	\$ 84,052.80	\$ 86,154.12	\$ 88,307.97	\$ 90,515.67	\$ 92,778.56	\$ 95,098.03	\$ 97,475.48	\$ 99,912.37	\$ 102,410.18	\$ 104,970.43		x
OFFICE ASSISTANT	\$ 19.6363	\$ 20.1272	\$ 20.6303	\$ 21.1461	\$ 21.6748	\$ 22.2166	\$ 22.7720	\$ 23.3413	\$ 23.9249	\$ 24.5230	x	
OPERATIONS MANAGER	\$ 115,546.26	\$ 118,434.91	\$ 121,395.78	\$ 124,430.68	\$ 127,541.45	\$ 130,729.98	\$ 133,998.23	\$ 137,348.19	\$ 140,781.89	\$ 144,301.44		x
PAYROLL TECHNICIAN	\$ 29.8480	\$ 30.5941	\$ 31.3590	\$ 32.1430	\$ 32.9466	\$ 33.7702	\$ 34.6145	\$ 35.4798	\$ 36.3668	\$ 37.2760	x	
PLANS EXAMINER	\$ 39.8380	\$ 40.8339	\$ 41.8548	\$ 42.9012	\$ 43.9737	\$ 45.0730	\$ 46.1999	\$ 47.3549	\$ 48.5387	\$ 49.7522	x	
POLICE COMMANDER	\$ 148,021.04	\$ 151,721.56	\$ 155,514.60	\$ 159,402.47	\$ 163,387.53	\$ 167,472.22	\$ 171,659.02	\$ 175,950.50	\$ 180,349.26	\$ 184,857.99		x
POLICE COMMUNICATIONS SUPERVISOR	\$ 92,180.90	\$ 94,485.42	\$ 96,847.56	\$ 99,268.74	\$ 101,750.46	\$ 104,294.23	\$ 106,901.58	\$ 109,574.12	\$ 112,313.47	\$ 115,121.31		x
POLICE LIEUTENANT	\$ 128,032.30	\$ 131,233.11	\$ 134,513.94	\$ 137,876.78	\$ 141,323.70	\$ 144,856.80	\$ 148,478.22	\$ 152,190.17	\$ 155,994.93	\$ 159,894.80		x
POLICE SERVICES MANAGER	\$ 106,008.04	\$ 108,658.24	\$ 111,374.69	\$ 114,159.06	\$ 117,013.04	\$ 119,938.36	\$ 122,936.82	\$ 126,010.24	\$ 129,160.50	\$ 132,389.51		x
POLICE SERVICES SUPERVISOR	\$ 92,180.90	\$ 94,485.42	\$ 96,847.56	\$ 99,268.74	\$ 101,750.46	\$ 104,294.23	\$ 106,901.58	\$ 109,574.12	\$ 112,313.47	\$ 115,121.31		x
PRINCIPAL CIVIL ENGINEER	\$ 118,500.98	\$ 121,463.50	\$ 124,500.09	\$ 127,612.59	\$ 130,802.90	\$ 134,072.98	\$ 137,424.80	\$ 140,860.42	\$ 144,381.93	\$ 147,991.48		x
PROGRAM ASSISTANT	\$ 21.5999	\$ 22.1399	\$ 22.6934	\$ 23.2607	\$ 23.8422	\$ 24.4383	\$ 25.0492	\$ 25.6755	\$ 26.3174	\$ 26.9753	x	
SENIOR BUILDING INSPECTOR	\$ 39.8380	\$ 40.8339	\$ 41.8548	\$ 42.9012	\$ 43.9737	\$ 45.0730	\$ 46.1999	\$ 47.3549	\$ 48.5387	\$ 49.7522	x	
SENIOR CIVIL ENGINEER	\$ 107,728.16	\$ 110,421.36	\$ 113,181.90	\$ 116,011.45	\$ 118,911.73	\$ 121,884.53	\$ 124,931.64	\$ 128,054.93	\$ 131,256.30	\$ 134,537.71		x
SENIOR DATABASE AND APPLICATIONS ANALYST	\$ 49.5774	\$ 50.8169	\$ 52.0873	\$ 53.3895	\$ 54.7242	\$ 56.0923	\$ 57.4946	\$ 58.9320	\$ 60.4053	\$ 61.9154	x	
SENIOR MAINTENANCE WORKER	\$ 28.3933	\$ 29.1032	\$ 29.8308	\$ 30.5765	\$ 31.3409	\$ 32.1245	\$ 32.9276	\$ 33.7508	\$ 34.5945	\$ 35.4594	x	
SENIOR MANAGEMENT ANALYST	\$ 96,660.72	\$ 99,077.23	\$ 101,554.17	\$ 104,093.02	\$ 106,695.35	\$ 109,362.73	\$ 112,096.80	\$ 114,899.22	\$ 117,771.70	\$ 120,715.99		x
SENIOR OFFICE ASSISTANT	\$ 21.5999	\$ 22.1399	\$ 22.6934	\$ 23.2607	\$ 23.8422	\$ 24.4383	\$ 25.0492	\$ 25.6755	\$ 26.3174	\$ 26.9753	x	
SENIOR PLANNER	\$ 91,323.25	\$ 93,606.33	\$ 95,946.49	\$ 98,345.15	\$ 100,803.78	\$ 103,323.87	\$ 105,906.97	\$ 108,554.64	\$ 111,268.51	\$ 114,050.22		x

Citrus Heights Police Officers Association	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Hourly	Annual
POLICE OFFICER	\$ 40.0681	\$ 41.0698	\$ 42.0966	\$ 43.1490	\$ 44.2277	\$ 45.3334	\$ 46.4667	\$ 47.6284	\$ 48.8191	\$ 50.0396	x	
POLICE SERGEANT	\$ 49.8245	\$ 51.0701	\$ 52.3469	\$ 53.6556	\$ 54.9969	\$ 56.3719	\$ 57.7812	\$ 59.2257	\$ 60.7063	\$ 62.2240	x	
Non-Swon (non-members of Police Offcers Association)												
POLICE OFFICER RECRUIT	\$ 38.1602											

Citrus Heights Police Employees Association	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Hourly	Annual
ANIMAL SERVICES OFFICER I	\$ 27.5702	\$ 28.2595	\$ 28.9659	\$ 29.6901	\$ 30.4323	\$ 31.1931	\$ 31.9730	\$ 32.7723	\$ 33.5916	\$ 34.4314	x	
ANIMAL SERVICES OFFICER II	\$ 30.3272	\$ 31.0854	\$ 31.8625	\$ 32.6591	\$ 33.4755	\$ 34.3124	\$ 35.1702	\$ 36.0495	\$ 36.9507	\$ 37.8745	x	
CODE ENFORCEMENT OFFICER I	\$ 28.3063	\$ 29.0140	\$ 29.7393	\$ 30.4828	\$ 31.2449	\$ 32.0260	\$ 32.8266	\$ 33.6473	\$ 34.4885	\$ 35.3507	x	
CODE ENFORCEMENT OFFICER II	\$ 31.1370	\$ 31.9154	\$ 32.7133	\$ 33.5311	\$ 34.3694	\$ 35.2286	\$ 36.1093	\$ 37.0121	\$ 37.9374	\$ 38.8858	x	
COMMUNITY SERVICES OFFICER I	\$ 24.7960	\$ 25.4159	\$ 26.0513	\$ 26.7026	\$ 27.3701	\$ 28.0544	\$ 28.7558	\$ 29.4746	\$ 30.2115	\$ 30.9668	x	
COMMUNITY SERVICES OFFICER II	\$ 27.2756	\$ 27.9575	\$ 28.6564	\$ 29.3728	\$ 30.1072	\$ 30.8598	\$ 31.6313	\$ 32.4221	\$ 33.2327	\$ 34.0635	x	
CRIME SCENE/PROPERTY EVIDENCE SPECIALIST I	\$ 29.9412	\$ 30.6897	\$ 31.4569	\$ 32.2433	\$ 33.0494	\$ 33.8757	\$ 34.7226	\$ 35.5906	\$ 36.4804	\$ 37.3924	x	
CRIME SCENE/PROPERTY EVIDENCE SPECIALIST II	\$ 32.9353	\$ 33.7587	\$ 34.6027	\$ 35.4677	\$ 36.3544	\$ 37.2633	\$ 38.1949	\$ 39.1497	\$ 40.1285	\$ 41.1317	x	
POLICE CRIME ANALYST	\$ 36.5810	\$ 37.4956	\$ 38.4329	\$ 39.3938	\$ 40.3786	\$ 41.3881	\$ 42.4228	\$ 43.4834	\$ 44.5704	\$ 45.6847	x	
POLICE DISPATCHER I	\$ 31.8489	\$ 32.6451	\$ 33.4612	\$ 34.2978	\$ 35.1552	\$ 36.0341	\$ 36.9349	\$ 37.8583	\$ 38.8048	\$ 39.7749	x	
POLICE DISPATCHER II	\$ 35.0338	\$ 35.9096	\$ 36.8074	\$ 37.7276	\$ 38.6707	\$ 39.6375	\$ 40.6285	\$ 41.6442	\$ 42.6853	\$ 43.7524	x	
POLICE RECORDS TECHNICIAN	\$ 25.6314	\$ 26.2722	\$ 26.9290	\$ 27.6022	\$ 28.2923	\$ 28.9996	\$ 29.7246	\$ 30.4677	\$ 31.2294	\$ 32.0101	x	
SENIOR ANIMAL SERVICES OFFICER	\$ 34.8763	\$ 35.7482	\$ 36.6419	\$ 37.5579	\$ 38.4969	\$ 39.4593	\$ 40.4458	\$ 41.4569	\$ 42.4934	\$ 43.5557	x	
SENIOR CODE ENFORCEMENT OFFICER	\$ 34.2507	\$ 35.1069	\$ 35.9846	\$ 36.8842	\$ 37.8063	\$ 38.7515	\$ 39.7203	\$ 40.7133	\$ 41.7311	\$ 42.7744	x	
SENIOR COMMUNITY SERVICES OFFICER	\$ 31.3669	\$ 32.1511	\$ 32.9549	\$ 33.7788	\$ 34.6232	\$ 35.4888	\$ 36.3760	\$ 37.2854	\$ 38.2176	\$ 39.1730	x	
SENIOR CRIME SCENE/PROPERTY EVIDENCE SPECIALIST	\$ 36.2288	\$ 37.1345	\$ 38.0629	\$ 39.0144	\$ 39.9898	\$ 40.9896	\$ 42.0143	\$ 43.0647	\$ 44.1413	\$ 45.2448	x	
SENIOR POLICE DISPATCHER	\$ 38.5371	\$ 39.5006	\$ 40.4881	\$ 41.5003	\$ 42.5378	\$ 43.6012	\$ 44.6913	\$ 45.8085	\$ 46.9538	\$ 48.1276	x	
SENIOR POLICE RECORDS TECHNICIAN	\$ 28.1945	\$ 28.8994	\$ 29.6219	\$ 30.3624	\$ 31.1215	\$ 31.8995	\$ 32.6970	\$ 33.5144	\$ 34.3523	\$ 35.2111	x	

Extra Help	Hourly Range Low	Hourly Range High
COMMUNITY SERVICES OFFICER - EXTRA HELP	\$ 24.7960	\$ 30.9668
FACILITY ATTENDANT	\$ 18.4241	\$ 18.4241
FACILITY ATTENDANT TRAINEE	\$ 16.0000	\$ 16.0000
INTERN - EXTRA HELP	\$ 16.0000	\$ 16.0000
MANAGEMENT INTERN - EXTRA HELP	\$ 17.6000	\$ 21.9800
OFFICE ASSISTANT - EXTRA HELP	\$ 19.6363	\$ 24.5230
POLICE DISPATCH ASSISTANT - EXTRA HELP	\$ 22.7492	\$ 28.4106
POLICE DISPATCHER-PER DIEM A	\$ 33.7598	\$ 33.7598
POLICE DISPATCHER-PER DIEM B	\$ 39.7749	\$ 39.7749
POLICE DISPATCHER-PER DIEM C	\$ 43.7524	\$ 43.7524
POLICE OFFICER - RESERVE III-EXTRA HELP	\$ 16.0000	\$ 19.8813
POLICE OFFICER - RESERVE II-EXTRA HELP	\$ 16.8000	\$ 20.8754
POLICE OFFICER - RESERVE I-EXTRA HELP	\$ 40.0681	\$ 50.0396
POLICE OFFICER - R1 TRAINEE-EXTRA HELP	\$ 21.8400	\$ 27.1338
PROGRAM ASSISTANT - EXTRA HELP	\$ 21.5999	\$ 26.9753
PROPERTY CLERK - EXTRA HELP	\$ 23.5252	\$ 29.3798
VOLUNTEER COORDINATOR - EXTRA HELP	\$ 27.2756	\$ 34.0635

Executive Management	Annual Range Low	Annual Range High
ADMINISTRATIVE SERVICES DIRECTOR	\$ 147,144.41	\$ 194,601.27
CHIEF OF POLICE	\$ 179,741.40	\$ 237,710.88
CITY MANAGER	\$ 240,000.00	\$ 240,000.00
COMMUNITY DEVELOPMENT DIRECTOR	\$ 147,144.41	\$ 194,601.27
ECONOMIC DEVELOPMENT AND COMMUNITY ENGAGEMENT DIRECTOR	\$ 147,144.41	\$ 194,601.27
GENERAL SERVICES DIRECTOR	\$ 151,560.92	\$ 200,439.31

CITY COUNCIL \$600 per month (as outlined in Government Code § 36516)

Revision Summary Resolution 2013-097 passed 09-04-2013; eff. 07-01-2013 Resolution 2013-129 passed 12-13-2013; eff. pay date of 01-17-2014 Resolution 2014-018 passed 02-13-2014; eff. 02-13-14 Resolution 2014-049 passed 06-12-2014; eff. 06-12-2014 Resolution 2014-118 passed 12-11-2014 Retroactive Schedule for FY 2012-2013 Resolution 2014-122 passed 12-11-2014 eff. 12-28-2014 Resolution 2015-007 passed 01-22-2015 eff. 01-25-2015 Resolution 2015-077 passed 07-23-2015 eff. pay date of 07-17-2015 Resolution 2015-106 passed 12-10-2015 eff. 01-01-2016 Resolution 2016-041 passed 06-23-2016 eff. pay date of 07-15-16 Resolution 2016-057 passed 07-28-2016 eff. 06-25-2016 (incl. represented) Resolution 2016-099 passed 12-08-2016 eff. 01-01-2017 Resolution 2017-026 passed 04-27-2017 eff. retroactive to 11-14-16 Resolution 2017-026 passed 04-27-2017 eff. 04-27-2017 Resolution 2017-065 passed 08-10-2017 eff. 08-13-2017 Resolution 2017-075 passed 08-24-2017 eff. 09-03-2017 Resolution 2017-087 passed 10-12-2017 eff. 10-12-2017 Resolution 2017-090 passed 10-26-2017 eff. 10-29-2017 (incl. represented POA) Resolution 2017-096 passed 12-14-2017 eff. 01-01-2018 Resolution 2018-046 passed 05-24-2018 eff. retroactive to 02-17-2018 Resolution 2018-117 passed 11-08-2018 eff. 11-08-2018 Resolution 2018-128 passed 12-13-2018 eff. 12-23-2018 Resolution 2019-017 passed 01-24-2019 eff. retroactive to 01-06-2019 Resolution 2019-100 passed 11-14-2019 Resolution 2019-101 passed 11-14-2019 eff. 12-22-2019 Resolution 2020-122 passed 11-12-2020 eff. 12-20-2020 Resolution 2021-013 passed 03-11-2021 Resolution 2021-075 passed 08-12-2021 Resolution 2021-087 passed 10-14-2021 Resolution 2021-101 passed 12-09-2021 Resolution 2021-112 passed 12-23-2021 Resolution 2022-059 passed 06-23-2022 Resolution 2022-095 passed 09-22-2022 Resolution 2021-087 & 2021-112 POA & PEA MOUs 2% COLA effective 09-25-2022 Resolution 2022-112 passed 11-10-2022 Resolution 2023-XXX passed 09-28-2023

RESOLUTION NO. 2023 - ____**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA ADOPTING THE AMENDED CONTRIBUTION LEVEL FOR EMPLOYEE HEALTH BENEFITS FOR EMPLOYEES FOR THE CITY OF CITRUS HEIGHTS**

WHEREAS, the City of Citrus Heights engages in sound economic planning practices;

WHEREAS, the City regularly completes a review of its total compensation and benefits package, financial status and budget projections for the upcoming year;

WHEREAS, the City Council for the City of Citrus Heights establishes the contribution level for employee health benefits for employees for the City of Citrus Heights; and

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Citrus Heights does hereby adopt the modifications to the city's health insurance contributions as follows:

1. Change in city health insurance contributions as follows:
 - a. Increases to the per month city health contribution levels for unrepresented employees, including classifications in the Executive Management broadband, effective with the October 2023 health premiums.
 - b. Additional \$100 medical cash-in-lieu toward a Health Reimbursement Arrangement (HRA) or deferred compensation 457 plan.

Level	Current	Proposed
Employee only	\$800.00	\$925.00
Employee plus one	\$1,300.00	\$1,850.00
Employee plus family	\$1,600.00	\$2,375.00
Unused medical*	\$600.00	\$600.00 plus \$100 towards an HRA** or 457 Plan

* requires proof of qualifying outside health insurance coverage through a spouse, domestic partner or alternative retirement

** Health Reimbursement Account

The City Clerk shall certify the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED AND ADOPTED by the City Council of the City of Citrus Heights, California, this 28th day of September 2023 by the following vote, to wit:

AYES: **Council Members:**
NOES: **Council Members:**
ABSTAIN: **Council Members:**
ABSENT: **Council Members:**

Tim Schaefer, Mayor

ATTEST:

Amy Van, City Clerk

RESOLUTION NO. 2023- ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,
CALIFORNIA, ADOPTING AN AGREEMENT WITH MEMBERS OF UNREPRESENTED
SAFETY UNITS FOR COST SHARING PURSUANT TO GOVERNMENT CODE SECTION
20516**

WHEREAS, the City of Citrus Heights engages in sound economic planning practices; and

WHEREAS, the City Council of the City of Citrus Heights wishes to approve an agreement with members of the unrepresented safety Units (sworn Executive Management and sworn Mid-management) as defined by the City's Employer employee relations Appropriate Unit List, to implement cost sharing of the employer's contribution toward retirement.

NOW THEREFORE BE IT RESOLVED AND ORDERED by the City of Citrus Heights does hereby adopt the attached agreement (attached hereto as Exhibit B) amending cost sharing for classic members in the unrepresented Safety Units with the California Public Employees' Retirement System as follows:

- An additional one percent (1%) for a total of Four Percent (4%) under Government Code Section 20516 effective September 28, 2023 until such time that the City's CalPERS retirement contract can be amended to provide for members in the unrepresented safety Units in the 3@50 and 3@55 benefit plans (Classic Members) to pay the additional one percent (1%) for a total of Four Percent (4%) toward the Employer Contribution pursuant to the Government Code 20516. The foregoing one percent (1%) for a total of Four Percent (4%) shall be over and above the normal contributions required by Public Employee Retirement Law (PERL).
- Effective of such date as CalPERS approves a contract amendment to implement cost sharing pursuant to Government Code Section 20156 ("Section 20156"), members in the unrepresented safety Units in the 3@50 and 3@55 benefit plans (classic Members) shall pay an additional 1 percent (1%) for a total of four percent (4%) of their compensation towards the City of Citrus Heights employer contribution rate pursuant to Section 20516. The foregoing additional one percent (1%) for a total of Four Percent (4%) shall be over and above the normal contributions by PERL.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

PASSED AND ADOPTED by the City Council of the City of Citrus Heights, California, this 28th day of September 2023 by the following vote, to wit:

AYES: **Council Members:**
NOES: **Council Members:**
ABSTAIN: **Council Members:**
ABSENT: **Council Members:**

Tim Schaefer, Mayor

ATTEST:

Amy Van, City Clerk

Exhibit

- A. Agreement amending cost sharing for classic members in the unrepresented Safety Units with the California Public Employees' Retirement System

**AGREEMENT BETWEEN MEMBERS OF THE UNREPRESENTED SAFETY UNITS
AND THE CITY OF CITRUS HEIGHTS TO SHARE THE COSTS OF THE
EMPLOYER CONTRIBUTION PURSUANT TO GOVERNMENT CODE SECTION
20516**

The undersigned sworn members of the unrepresented Executive Management and Mid-Management hereby agree to participate in cost sharing of the require employer contribution. Cost sharing pursuant to this agreement is applicable to members in the 3@50 and 3@55 retirement benefit plans (“Classic members”) with the California Public Employees Retirement System (CalPERS).

Effective September 28, 2023, Classic members agree to pay an additional one percent (1%) for a total of Four Percent (4%) under Government Section 20516(f) until such time that the City’s CalPERS retirement contract(s) can be amended to provide additional cost sharing pursuant to Government Code Section 20516. The foregoing one percent (1%) for a total of Four Percent (4%) shall be over and above the normal contributions require by Public Employee Retirement Law (PERL).

Effective on such date as CalPERS approves a contract amendment to implement additional cost sharing pursuant to Government Code Section 20516 (“Section 20156”), unrepresented safety members shall pay an additional one percent (1%) for a total of Four Percent (4%) of their compensation towards the City of Citrus Heights employer contribution rate pursuant to Section 20516. The foregoing additional one percent (1%) for a total of Four Percent (4%) shall be over and above the normal contributions required by PERL.

The City agrees to implement the contract amendment process with CalPERS in a timely manner following the approval of the agreement contained herein by the City Council of the City of Citrus Heights.

City of Citrus Heights

Ashley J. Feeney

UNREPRESENTED CLASSIC SAFETY MEMBERS

<u>Name</u>	<u>Signature</u>	<u>Date</u>
Frey, Kristopher		
Garing, Nicole		
Gualco, Shaun		
Herman, Wesley		
Lewis, Ken		
Morris, Chad		
Russo, Jason		
Turcotte, Alexander		

Wells, Michael		
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