



CITY COUNCIL
HOUSING AUTHORITY AND
SUCCESSOR AGENCY TO THE EL CAJON
REDEVELOPMENT AGENCY

Council Chamber
200 Civic Center Way
El Cajon, CA 92020

Agenda JULY 27, 2021, 3:00 p.m.

Bill Wells, Mayor

Gary Kendrick, Mayor Pro Tem

Steve Goble, Councilmember

Michelle Metschel, Councilmember

Phil Ortiz, Councilmember

Graham Mitchell, City Manager

Vince DiMaggio, Assistant City Manager

Morgan Foley, City Attorney

Angela Cortez, City Clerk

CALL TO ORDER: Mayor Bill Wells

ROLL CALL: City Clerk Angela Cortez

PLEDGE OF ALLEGIANCE TO FLAG AND MOMENT OF SILENCE

POSTINGS: The City Clerk posted Orders of Adjournment of the July 13, 2021, Meetings and the Agenda of the July 27, 2021, Meetings in accordance to State Law and Council/Authority/Successor Agency to the Redevelopment Agency Policy.

PRESENTATIONS:

AGENDA CHANGES:

CONSENT ITEMS:

Consent Items are routine matters enacted by one motion according to the RECOMMENDATION listed below. With the concurrence of the City Council, a Council Member or person in attendance may request discussion of a *Consent Item* at this time.

1. Minutes of the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency Meeting

RECOMMENDATION:

That the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency approves Minutes of the July 13, 2021, Meetings of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency.

2. Warrants

RECOMMENDATION:

That the City Council approves payment of Warrants as submitted by the Finance Department.

3. Approval of Reading Ordinances by Title Only

RECOMMENDATION:

That the City Council approves the reading by title and waives the reading in full of all Ordinances on the Agenda.

4. Contract Amendment for Electrical Engineering Services

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, to increase the Agreement for Professional Services with Dersch Design & Engineering, Inc., for electrical engineering services for the Public Safety Center Renewable Energy Project in the not-to-exceed amount of \$16,000.

5. Updates to City Council Policy A-29, Compensation Plan for Executive and Unrepresented Employees

RECOMMENDATION:

That the City Council approves the changes to City Council Policy A-29 described in the report and reflected on the attachments.

PUBLIC COMMENT:

At this time, any person may address a matter within the jurisdiction of the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency that is not on the Agenda. Comments relating to items on today's docket are to be taken at the time the item is heard. State law prohibits discussion or action on items not on the Agenda; however, Council, Authority and Agency Members may briefly respond to statements or questions. An item may be placed on a future Agenda.

WRITTEN COMMUNICATIONS:

PUBLIC HEARINGS:

ADMINISTRATIVE REPORTS:

6. Concessions Revenue Share Arrangement with the East County Transitional Living Center

RECOMMENDATION:

That the City Council approves a revenue share of net concession revenue with East County Transitional Living Center for its August 28, 2021 fundraising event at The Magnolia.

7. Update on the City's Redistricting Process

RECOMMENDATION:

That the City Council receives the report from staff about the City's redistricting process and summary of the first Redistricting Hearing.

COMMISSION REPORTS:

ACTIVITIES REPORTS/COMMENTS OF MAYOR WELLS

SANDAG (San Diego Association of Governments) Board of Directors; SANDAG – Audit Committee, San Diego Division; LAFCO.

8. Council Activity Report

ACTIVITIES REPORTS/COMMENTS OF COUNCILMEMBERS:

9. **COUNCILMEMBER STEVE GOBLE**

MTS (Metropolitan Transit System Board); East County Advanced Water Purification Joint Powers Authority Board; Chamber of Commerce – Government Affairs Committee; SANDAG – Board of Directors – Alternate; SANDAG Public Safety Committee – Alternate; METRO Commission/Wastewater JPA – Alternate.

10. **MAYOR PRO TEM GARY KENDRICK**

METRO Commission/Wastewater JPA; Heartland Communications; Heartland Fire Training JPA.

11. **COUNCILMEMBER MICHELLE METSCHEL**

Harry Griffen Park Joint Steering Committee; Heartland Communications – Alternate; Heartland Fire Training JPA – Alternate.

1. Opposition to HR 127 (Sabika Sheikh Firearms Licensing and Registration Act)

RECOMMENDATION:

That the City Council schedules an agenda item for August 10, 2021 to consider a proposal to oppose HR 127 (Sabika Sheikh Firearms Licensing and Registration Act).

12. **COUNCILMEMBER PHIL ORTIZ**

League of California Cities, San Diego Division; East County Economic Development Council; MTS (Metropolitan Transit System Board) – Alternate; East County Advanced Water Purification Joint Powers Authority Board – Alternate; Chamber of Commerce – Government Affairs Committee – Alternate.

GENERAL INFORMATION ITEMS FOR DISCUSSION:

ORDINANCES: FIRST READING

ORDINANCES: SECOND READING AND ADOPTION

13. Amendment to Municipal Code Title 2 Administration and Personnel

RECOMMENDATION:

That Mayor Wells requests the City Clerk to recite the title.

An Ordinance to Amend Section 2.24.100 of Chapter 2.24, and Sections 2.64.030, 2.64.050, and 2.64.060 of Chapter 2.64 of Title 2 of the El Cajon Municipal Code to Amend the Personnel Commission Powers and Duties and to Amend the List of Exceptions to the City's Personnel System.

CLOSED SESSIONS:

ADJOURNMENT: The Adjourned Regular Joint Meeting of the El Cajon City Council/ El Cajon Housing Authority/Successor Agency to the El Cajon Redevelopment Agency held this 27th day of July 2021, is adjourned to Tuesday, July 27, 2021, at 7:00 p.m.



City Council
Agenda Report

Agenda Item 1.

DATE: July 27, 2021

TO: Honorable Mayor and City Councilmembers

FROM: Angela Cortez, City Clerk

SUBJECT: Minutes of the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency Meeting

RECOMMENDATION:

That the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency approves Minutes of the July 13, 2021, Meetings of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency.

Attachments

07-13-21DRAFTminutes - 3PM

07-13-21DRAFTminutes - 7PM

JOINT MEETING OF THE EL CAJON CITY COUNCIL/HOUSING AUTHORITY/SUCCESSOR AGENCY TO THE EL CAJON REDEVELOPMENT AGENCY



MINUTES

CITY OF EL CAJON EL CAJON, CALIFORNIA

July 13, 2021

A Regular Joint Meeting of the El Cajon City Council/Housing Authority/ Successor Agency to the El Cajon Redevelopment Agency, held Tuesday, July 13, 2021, was called to order by Mayor/Chair Bill Wells at 3:02 p.m., in the Council Chambers, 200 Civic Center Way, El Cajon, California.

ROLL CALL

Council/Agencymembers present:
Council/Agencymembers absent:
Deputy Mayor/Vice Chair present:
Mayor/Chair present:
Other Officers present:

Goble, and Ortiz
Metschel
Kendrick
Wells
Mitchell, City Manager/Executive Director
DiMaggio, Assistant City Manager
Foley, City Attorney/General Counsel
Cortez, City Clerk/Secretary

PLEDGE OF ALLEGIANCE TO FLAG led by Mayor Wells and MOMENT OF SILENCE. (The Courts have concluded that sectarian prayer, as part of City Council Meetings, is not permitted under the Constitution).

POSTINGS: The City Clerk posted Orders of Adjournment of the June 22, 2021, meeting and the Agenda of the July 13, 2021, meetings in accordance with State Law and El Cajon City/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency Policy.

PRESENTATIONS:

- **Parks and Recreation Month**

AGENDA CHANGES: None

CONSENT ITEMS: (1 – 7)

MOTION BY WELLS, SECOND BY ORTIZ, to APPROVE Consent Items 1 to 7.

MOTION CARRIED BY UNANIMOUS VOTE OF THOSE PRESENT (METSCHER – Absent).

1. Minutes of El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency Meetings

Approves Minutes of the June 22, 2021, Meeting of the El Cajon City Council/ Housing Authority/Successor Agency to the El Cajon Redevelopment Agency.

2. Warrants

Approves payment of Warrants as submitted by the Finance Department.

3. Approval of Reading Ordinances by Title only

Approves the reading by title and waives the reading in full of all Ordinances on the Agenda.

4. FY2020 State Homeland Security Grant - Urban Area Security Initiative (UASI) Grant Funding

Adopts Resolution No. 056-21 authorizing the City Manager or designee to accept and appropriate the FY2020 Urban Area Security Initiative (UASI) grant funding in the amount of \$621,448 and execute any grant documents and agreements necessary for the receipt and use of these funds.

5. FY20 Coronavirus Emergency Supplemental Funding (CESF) - Request for Reallocation of Grant Funding

Authorizes the reallocation of \$19,500 of FY20 Coronavirus Emergency Supplemental Funding (CESF) grant funds to purchase the SPIDR Tech Software application detailed in the report.

CONSENT ITEMS: (Continued)

6. Subdivision Agreement and Final Map for Tentative Subdivision Map (TSM) 666; South Mollison Avenue; Engineering Job No. 3574.
 1. Approves the Final Map and Subdivision Agreement for Public Improvements for Tentative Subdivision Map (TSM) 666, Skyridge, Engineering Job No. 3574;
 2. Authorizes the City Manager to execute the agreement and related documentation; and
 3. Authorizes the City Clerk to release bonds after completion of improvements.

7. El Cajon Municipal Employees' Association: Side Letter Limited to Clean-up

That the City Council approves and authorizes the terms and conditions of the Limited Clean-up Side Letter Agreement between the City and the El Cajon Municipal Employees' Association (ECMEA).

PUBLIC COMMENT: None

WRITTEN COMMUNICATIONS: None

PUBLIC HEARINGS:

8. City of El Cajon Sewer Tax Roll Fees Report for Fiscal Year 2021-2022

RECOMMENDATION: That the City Council:

1. Opens the Public Hearing and receives testimony;
2. Closes the Public Hearing;
3. Determines if a majority protest has been received; and (if not)
4. Adopts the next Resolution, in order, to:
 - Determine the lack of majority protest;
 - Overrule objections to the report;
 - Accept the City of El Cajon Sewer Tax Roll Fiscal Year 2021-2022 Fees report, which identifies by parcel number, each parcel of real property receiving sewer services, and the amount of sewer charges for each parcel for Fiscal Year 2021-2022, as required by the California Health and Safety Code section 5473, et seq., pertaining to collection of sewer charges on the tax roll;
 - Direct the City Clerk to file the reports with the San Diego County Auditor; and
 - Direct the City Finance Department to file a certification of the sewer service charges with the San Diego County Auditor.

PUBLIC HEARINGS: (Item 8 Continued)

DISCUSSION

Associate Engineer, Blake Behringer, provided detailed information of the Item.

Discussion ensued among Council and Staff concerning the following:

- Clarification of fixed v. variable portion of the sewer charges;
- Sewer revenue reserve funds for catastrophic sewer emergencies; and
- Maintenance of sewer pipes.

Mayor Wells opened the Public Hearing.

No comments were received for the Item.

MOTION BY WELLS, SECOND BY KENDRICK, to CLOSE the Public Hearing.

MOTION CARRIED BY UNANIMOUS VOTE OF THOSE PRESENT (METSCHER – Absent).

MOTION BY GOBLE, SECOND BY ORTIZ, to ADOPT Resolution No. 057-21, to determine the lack of majority protest; Overrule objections to the report; Accept the City of El Cajon Sewer Tax Roll Fiscal Year 2021-2022 Fees report, which identifies by parcel number, each parcel of real property receiving sewer services, and the amount of sewer charges for each parcel for Fiscal Year 2021-2022, as required by the California Health and Safety Code section 5473, et seq., pertaining to collection of sewer charges on the tax roll; Direct the City Clerk to file the reports with the San Diego County Auditor; and Direct the City Finance Department to file a certification of the sewer service charges with the San Diego County Auditor.

MOTION CARRIED BY UNANIMOUS VOTE OF THOSE PRESENT (METSCHER – Absent).

ADMINISTRATIVE REPORTS:

9. Mother Goose Parade Association Sponsorship and In-Kind Support

RECOMMENDATION:

That the City Council approves the request from the Mother Goose Parade Association to participate as a sponsor and provide in-kind support for the 2021 Mother Goose Parade.

ADMINISTRATIVE REPORTS: (Item 9 – Continued)

DISCUSSION

Director of Parks and Recreation, Frank Carson, provided detailed information of the Item.

President of the Mother Goose Parade Association, Daryl Priest, spoke in support of the item.

MOTION BY ORTIZ, SECOND BY KENDRICK, to approve the request from the Mother Goose Parade Association to participate as a sponsor and provide in-kind support for the 2021 Mother Goose Parade.

MOTION CARRIED BY UNANIMOUS VOTE OF THOSE PRESENT (METSCHER – Absent).

Mayor Wells accepted the Public Comment statement of Pamela Ciborowski, who spoke at length regarding the high prices for water and sewer bills. Mrs. Ciborowski considers the increases to sewer rates a financial burden for those on a fixed income.

10. American Rescue Plan Act Update

RECOMMENDATION:

That the City Council receives the report and provides feedback/direction.

DISCUSSION

City Manager Mitchell provided an update on the American Rescue Plan Act (ARPA).

Discussion ensued among Council and Staff concerning the following:

- Continued outreach to small businesses to apply for ARPA funds;
- Possibility of extending the application deadline;
- Business Grant for new employees extension to October; and
- Consideration of Jan. 1, 2020 retroactive funds for business grants.

No comments were received for the Item.

COMMISSION REPORTS: None

ACTIVITIES REPORTS/COMMENTS OF MAYOR WELLS:

SANDAG (San Diego Association of Governments) Board of Directors; SANDAG – Audit Committee; LAFCO.

11. Council Activities Report/Comments

Report as stated.

ACTIVITIES REPORTS OF COUNCILMEMBERS:

12. COUNCILMEMBER STEVE GOBLE

MTS (Metropolitan Transit System Board); East County Advanced Water Purification Joint Powers Authority Board; Chamber of Commerce – Government Affairs Committee; SANDAG – Board of Directors – Alternate; SANDAG Public Safety Committee – Alternate; METRO Commission/Wastewater JPA – Alternate.

Council Activities Report/Comments.

Report as stated.

13. MAYOR PRO TEM GARY KENDRICK

METRO Commission/Wastewater JPA; Heartland Communications; Heartland Fire Training JPA.

Council Activities Report/Comments.

In addition to the submitted report, Mayor Pro Tem Kendrick stated he attended the Heartland Fire Training on July 8, 2021.

14. COUNCILMEMBER MICHELLE METSCHEL

Harry Griffen Park Joint Steering Committee; Heartland Communications – Alternate; Heartland Fire Training JPA – Alternate.

Council Activities Report/Comments.

Report as stated.

ACTIVITIES REPORTS OF COUNCILMEMBERS: (Continued)

15. COUNCILMEMBER PHIL ORTIZ

League of California Cities, San Diego Division; East County Economic Development Council; MTS (Metropolitan Transit System Board) – Alternate; East County Advanced Water Purification Joint Powers Authority Board – Alternate; Chamber of Commerce – Government Affairs Committee – Alternate.

Council Activities Report/Comments.

Report as stated.

GENERAL INFORMATION ITEMS FOR DISCUSSION: None

ORDINANCES: FIRST READING

16. Amendment to Municipal Code Title 2 Administration and Personnel.

RECOMMENDATION:

That the City Council approves the introduction of the Ordinance, amending various chapters of Title 2 of the El Cajon Municipal Code, and, if approved, requests the City Clerk to read the Ordinance by title.

DISCUSSION

Human Resources Director, Marisol Thorn, provided detailed information of the Item.

No comments were received for the Item.

MOTION BY WELLS, SECOND BY ORTIZ, to INTRODUCE the Ordinance.

MOTION CARRIED BY UNANIMOUS VOTE OF THOSE PRESENT (METSCHER – Absent).

The City Clerk recited the title of the ordinance for a first reading.

AN ORDINANCE TO AMEND SECTION 2.24.100 of CHAPTER 2.24, AND SECTIONS 2.64.030, 2.64.050, AND 2.64.060 OF CHAPTER 2.64 OF TITLE 2 OF THE EL CAJON MUNICIPAL CODE TO AMEND THE PERSONNEL COMMISSION POWERS AND DUTIES AND TO AMEND THE LIST OF EXCEPTIONS TO THE CITY'S PERSONNEL SYSTEM

ORDINANCES: SECOND READING AND ADOPTION - None

CLOSED SESSIONS: None

Adjournment: Mayor Wells adjourned the Regular Joint Meeting of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency held this 13th day of July, 2021, at 4:06 p.m., to Tuesday, July 13, 2021, at 7:00 p.m.

ANGELA L. CORTEZ, CMC
City Clerk/Secretary

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JOINT MEETING OF THE EL CAJON CITY COUNCIL/HOUSING AUTHORITY/SUCCESSOR AGENCY TO THE EL CAJON REDEVELOPMENT AGENCY



MINUTES

CITY OF EL CAJON EL CAJON, CALIFORNIA

July 13, 2021

An Adjourned Regular Joint Meeting of the El Cajon City Council/Housing Authority/ Successor Agency to the El Cajon Redevelopment Agency, held Tuesday, July 13, 2021, was called to order by Mayor/Chair Bill Wells at 7:04 p.m., in the Council Chambers, 200 Civic Center Way, El Cajon, California. This meeting was adjourned from the Regular Joint Meeting held at 3:00 p.m., Tuesday, July 13, 2021, by order of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency.

ROLL CALL

Council/Agencymembers present:

Council/Agencymembers absent:

Deputy Mayor/Vice Chair present:

Mayor/Chair present:

Other Officers present:

Goble and Ortiz

Metschel

Kendrick

Wells

Mitchell, City Manager/Executive Director

DiMaggio, Assistant City Manager

Foley, City Attorney/General Counsel

Cortez, City Clerk/Secretary

PLEDGE OF ALLEGIANCE TO FLAG led by Mayor Wells and MOMENT OF SILENCE. (The Courts have concluded that sectarian prayer, as part of City Council Meetings, is not permitted under the Constitution).

AGENDA CHANGES: None

PUBLIC COMMENT: None

PUBLIC HEARINGS:

100. Site Development Plan and Tentative Subdivision Map for El Cajon Boulevard Townhomes - 116 new condominium townhomes

RECOMMENDATION:

That the City Council:

1. Opens the Public Hearing and receives testimony;
2. Closes the Public Hearing;
3. Moves to ADOPT the next Resolution, in order, APPROVING the CEQA Determination;
4. Moves to ADOPT the next Resolution, in order, APPROVING Site Development Plan Permit No. 2021-0001 subject to conditions; and
5. Moves to ADOPT the next Resolution, in order, APPROVING Tentative Subdivision Map No. 2021-0005, subject to conditions.

DISCUSSION

Planning Manager, Melissa Devine, provided detailed information of the Item.

Ms. Devine in answer to questions by Council, spoke about parking capacity, an adjacent property and the attempts by the developer to purchase and include in the project.

Mayor Wells opened the Public Hearing.

Karen Alves, Vice President of Development with City Ventures LLC., provided details on the proposed project and praised staff for their cooperation during the project.

Daryl Priest spoke in support of the proposed development.

Discussion ensued among Council and Ms. Alves concerning the following:

- Development interests and reasons; and
- Building regulations attributing to the rising cost of homes.

MOTION BY WELLS, SECOND BY KENDRICK, to CLOSE the Public Hearing.

**MOTION CARRIED BY UNANIMOUS VOTE
OF THOSE PRESENT (METSCHER – Absent).**

PUBLIC HEARINGS: (Item 100 Continued)

Councilmembers spoke in support of the project.

MOTION BY ORTIZ, SECOND BY GOBLE, to ADOPT Resolution No. 058-21, Approving the CEQA Determination, Adopt Resolution No. 059-21, Approving Site Development Plan Permit No. 2021-0001 subject to conditions; and Adopt Resolution No. 060-21, Approving Tentative Subdivision Map No. 2021-0005, subject to conditions.

**MOTION CARRIED BY UNANIMOUS VOTE
OF THOSE PRESENT (METSCHER – Absent).**

ADJOURNMENT: Mayor Wells adjourned the Adjourned Regular Joint Meeting of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency, held this 13th day of July, 2021, at 7:23 p.m., to Tuesday, July 27, 2021, at 3:00 p.m.

DRAFT

ANGELA L. CORTEZ, CMC
City Clerk/Secretary



City Council Agenda Report

Agenda Item 4.

DATE: July 27, 2021
TO: Honorable Mayor and City Councilmembers
FROM: Mara Romano, Senior Buyer
SUBJECT: Contract Amendment for Electrical Engineering Services

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, to increase the Agreement for Professional Services with Dersch Design & Engineering, Inc., for electrical engineering services for the Public Safety Center Renewable Energy Project in the not-to-exceed amount of \$16,000.

BACKGROUND:

On October 22, 2019, the City Council approved SOQ No. 004-20 – On-Call Professional Services. The Statement of Qualifications (SOQ) resulted in a pre-qualified list of firms for on-call professional services covering multiple disciplines such as architectural, building/fire plan check, civil engineering, construction management, electrical/mechanical engineering, geotechnical, land surveying, and storm water management. Contracts greater than \$75,000 require City Council approval.

On January 19, 2021, the City entered into a professional services contract for electrical engineering and design for the Public Safety Center Renewable Energy Project in the amount of \$74,995 for a term effective through January 18, 2023. The scope of work includes the preparation of plans, specifications, and estimate for new solar photovoltaic systems and battery energy storage.

During the course of design, it was determined additional solar photovoltaic systems would be required to support the objectives of the project, which require both electrical engineering and structural design of carport structures. Furthermore, the original scope did not provide construction support to assist with contractor coordination, responding to requests for information, and reviewing material submittals.

Staff is requesting to increase the contract by \$16,000 to provide for the above-mentioned additional services.

FISCAL IMPACT:

Approval of the \$16,000 increase will supplement the existing contract with Dersch Design & Engineering, Inc. for a total contract amount of \$90,995. Sufficient funds are available in the Public Safety Energy Efficiency project (IFM3740).

Prepared By: Mara Romano, Purchasing Agent

Reviewed By: Yazmin Arellano, Director of Public Works

Approved By: Graham Mitchell, City Manager

Attachments

Resolution

RESOLUTION NO. ____-21

A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF EL CAJON APPROVING
AMENDMENT OF AN AGREEMENT
FOR ELECTRICAL ENGINEERING SERVICES

WHEREAS, on October 22, 2019, the City Council approved SOQ No. 004-20 – On-call Professional Services (the "SOQ"), which adopted a pre-qualified list of firms for on-call professional services covering multiple disciplines such as architectural, building/fire plan check, civil engineering, construction management, electrical/mechanical engineering, geotechnical, land surveying, and storm water management, with the requirement that contracts greater than \$75,000.00 go before City Council for approval; and

WHEREAS, on January 19, 2021, the City entered into a professional services agreement with Dersch Design & Engineering, Inc. for a term effective through January 18, 2023, for electrical engineering and design for the Public Safety Center Renewable Energy Project to include the preparation of plans, specifications, and estimate for new solar photovoltaic systems and battery energy storage, in an amount not to exceed \$74,995 (the "Agreement"); and

WHEREAS, during the course of design it was determined that additional solar photovoltaic systems would be required to support the objectives of the project, which require both electrical engineering and structural design of carport structures, and the original scope did not provide construction support to assist with contractor coordination, responding to requests for information, and reviewing material submittals; and

WHEREAS, staff has requested increased compensation in a not-to-exceed amount of \$16,000 to provide for the additional services, for a total Agreement amount of \$90,995, and sufficient funds are available in the Public Safety Energy Efficiency project; and

WHEREAS, the City Council believes it to be in the City's best interest to approve additional compensation in the not-to-exceed amount of \$16,000 for additional solar photovoltaic systems, for a total compensation in the not-to-exceed amount of \$90,995 for the Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

1. The above recitals are true and correct, and are the findings of the City Council.
2. The City Council hereby approves amendment of the Agreement to provide additional compensation of \$16,000 as requested by staff, for a total not-to-exceed amount of \$90,995.

3. The City Council hereby authorizes the City Manager to execute an amendment to the Agreement, with such changes as may be approved by the City Manager.

07/27/21 CC Agenda

Reso – Approve 1st Amend w-Dersch Design & Engineering (Electrical Eng Svcs) 071221



City Council
Agenda Report

Agenda Item 5.

DATE: July 27, 2021

TO: Honorable Mayor and City Councilmembers

FROM: Marisol Thorn, Director of Human Resources

SUBJECT: Updates to City Council Policy A-29, Compensation Plan for Executive and Unrepresented Employees

RECOMMENDATION:

That the City Council approves the changes to City Council Policy A-29 described in the report and reflected on the attachments.

BACKGROUND:

As a result of staffing levels, and the delayed hiring due to the COVID-19 Pandemic, staff recommends creating a Retired Annuitant classification. The proposed classification will allow the City discretion to hire a Retired Annuitant during a staffing emergency, on a limited-term basis. The salary for a Retired Annuitant will be tied to the hourly pay rate that falls within the regular salary schedule for the position being filled on a limited-term basis. Per California Public Employees' Retirement Law, a Retired Annuitant is not allowed to receive any other compensation or benefits in addition to the hourly pay rate. Without exception, a Retired Annuitant may only work a maximum of 960 hours within a fiscal year (July 1 to June 30). Additionally, a Retired Annuitant cannot accrue service credit or any additional retirement rights or benefits.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

N/A

FISCAL IMPACT:

There are no fiscal impacts.

Prepared By: Marisol Thorn, Director of Human Resources

Reviewed By: N/A

Approved By: Graham Mitchell, City Manager

Attachments

A-29 Accepted Changes Version

A-29 Track Changes Version

**CITY OF EL CAJON
CITY COUNCIL POLICY**

SUBJECT: Compensation Plan for Executive and Unrepresented Employees

POLICY
A-29

REFERENCE:

EFFECTIVE
July 27, 2021

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PURPOSE

To outline in one document the salary and benefits of employees who work in positions not represented by a recognized bargaining group.

A. SALARY – Effective pay period beginning on June 12, 2021

REQUIRED EDUCATION FOR BASE HOURLY RATE:

1. Required education for Unrepresented Management pay ranges
Level II must possess one of the following:

- Master’s degree directly related to the position with the City, but not required by the classification specification applicable to position; or
- Current California registration certificate as a Professional Civil or Traffic Engineer which is directly related to the position, but not required by the classification specification applicable to the position; or
- Current California designation as a Certified Public Accountant which is directly related to the position, but not required by the classification specification applicable to the position.

2. Required education for Fire Division Chief pay ranges
Level II must possess the following:

- Bachelor’s degree in any related field.

EXECUTIVE MANAGEMENT CLASSIFICATION PAY RANGES ARE AS FOLLOWS:

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>SALARIED POSITIONS TO BE PAID AT EQUIVALENT HOURLY RATE</u>
Assistant City Manager	143.5	\$98.72 - \$120.27
City Clerk	121.2	\$56.91 - \$69.34
Director of Community Development	133.5	\$77.12 - \$93.96

**CITY OF EL CAJON
CITY COUNCIL POLICY**

SUBJECT: Compensation Plan for Executive and Unrepresented Employees

POLICY
A-29

REFERENCE:

EFFECTIVE
July 27, 2021

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<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>SALARIED POSITIONS TO BE PAID AT EQUIVALENT HOURLY RATE</u>
Director of Finance/City Treasurer	132.3	\$74.86 - \$91.21
Director of Human Resources	129.9	\$70.56 - \$85.98
Director of Information Technology	131.6	\$73.58 - \$89.65
Director of Parks and Recreation	129.8	\$70.39 - \$85.76
Director of Public Works	132.8	\$75.80 - \$92.36
Fire Chief	139.4	\$89.21 - \$108.69
Police Chief	146.8	\$107.10 - \$130.50

UNREPRESENTED MANAGEMENT CLASSIFICATION PAY RANGES ARE AS FOLLOWS:

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>SALARIED POSITIONS TO BE PAID AT EQUIVALENT HOURLY RATE</u>
Administrative Analyst I (City Manager and Human Resources)	89.4	\$25.96 - \$31.62
Administrative Analyst II (City Manager and Human Resources)	91.4	\$27.27 - \$33.23
Assistant to the City Manager I	113.0	\$46.48 - \$56.63
Assistant to the City Manager II	115.0	\$48.83 - \$59.50
Building Official I	119.5	\$54.58 - \$66.50
Building Official II	121.5	\$57.34 - \$69.86

**CITY OF EL CAJON
CITY COUNCIL POLICY**

SUBJECT: Compensation Plan for Executive and Unrepresented Employees

POLICY
A-29

REFERENCE:

EFFECTIVE
July 27, 2021

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<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>SALARIED POSITIONS TO BE PAID AT EQUIVALENT HOURLY RATE</u>
City Engineer/Deputy Director of Public Works I	124.5	\$61.75 - \$75.24
City Engineer/Deputy Director of Public Works II	126.5	\$64.88 - \$79.04
Deputy City Clerk I	95.5	\$30.18 - \$36.77
Deputy City Clerk II	97.5	\$31.70 - \$38.63
Deputy Director of Community Development I	119.7	\$54.85 - \$66.83
Deputy Director of Community Development II	121.7	\$57.63 - \$70.21
Deputy Director of Public Works I	120.6	\$56.08 - \$68.33
Deputy Director of Public Works II	122.6	\$58.92 - \$71.79
Deputy Director – Special Projects <i>(can only be used for six months)</i>	124.6	\$61.90 - \$75.42
Financial Operations Manager I	121.2	\$56.91 - \$69.34
Financial Operations Manager II	123.2	\$59.79 - \$72.85
Fire Division Chief I	126.5	\$64.88 - \$79.04
Fire Division Chief II	128.5	\$68.16 - \$83.05
Human Resources Analyst I	101.0	\$34.56 - \$42.11
Human Resources Analyst II	103.0	\$36.31 - \$44.24

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<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>SALARIED POSITIONS TO BE PAID AT EQUIVALENT HOURLY RATE</u>
Information Technology Analyst I	99.4	\$33.23 - \$40.48
Information Technology Analyst II	101.4	\$34.91 - \$42.53
Management Analyst I (City Manager and Human Resources)	99.5	\$33.31 - \$40.58
Management Analyst II (City Manager and Human Resources)	101.5	\$34.99 - \$42.64
Network Administrator I	106.6	\$39.69 - \$48.36
Network Administrator II	108.6	\$41.70 - \$50.81
Parks and Recreation Manager I	112.9	\$46.37 - \$56.50
Parks and Recreation Manager II	114.9	\$48.72 - \$59.36
Planning Manager I	116.8	\$51.06 - \$62.21
Planning Manager II	118.8	\$53.64 - \$65.36
Senior Human Resources Analyst I	108.2	\$41.29 - \$50.31
Senior Human Resources Analyst II	110.2	\$43.38 - \$52.85
Senior Management Analyst I (City Manager and Finance)	108.2	\$41.29 - \$50.31
Senior Management Analyst II (City Manager and Finance)	110.2	\$43.38 - \$52.85
Senior Risk Management Analyst I	108.2	\$41.29 - \$50.31
Senior Risk Management Analyst II	110.2	\$43.38 - \$52.85

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CONFIDENTIAL CLASSIFICATION PAY RANGES ARE AS FOLLOWS:

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>HOURLY RATE</u>
Confidential Secretary (CM, HR and Police Chief Administration)	87.0	\$24.46 - \$29.80
Executive Assistant to the City Manager/City Attorney	97.1	\$31.39 - \$38.25
Executive Assistant to the Police Chief	91.9	\$27.61 - \$33.64
Information Technology Specialist	92.2	\$27.81 - \$33.89
Senior Accounting Technician	87.3	\$24.64 - \$30.03

UNREPRESENTED GENERAL CLASSIFICATION PAY RANGES ARE AS FOLLOWS:

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>HOURLY RATE</u>
Police Recruit	98.0	\$32.09 - \$39.10

PART-TIME / SEASONAL/ TEMPORARY (PST) CLASSIFICATIONS ARE AS FOLLOWS:

PST classifications do not receive any benefits described in this policy with the exception of the City contribution to the appropriate retirement plan in lieu of CalPERS/Social Security and sick leave benefits required by Labor Code §233.

Retired Annuitants Only: *The salary for a Retired Annuitant must be an hourly pay rate that falls within the regular salary schedule for the position being filled. Per California Public Employee Retirement Law, a Retired Annuitant cannot receive any other compensation or benefits in addition to the hourly pay rate. Without exception, a maximum of 960 hours may be worked within a fiscal year (July 1 to June 30). Nonpaid or volunteer hours cannot be used in order to exceed 960 hours in a fiscal year. A Retired Annuitant cannot accrue service credit or any additional retirement rights or benefits.*

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All PST step increases are 2.5% unless noted otherwise.

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>HOURLY RATE</u>
Administrative Intern	72.9	\$17.27 - \$21.04
Public Safety Aide	63.4	\$13.66 - \$16.64
Retired Annuitant	-	<i>Hourly pay rate that falls within the regular salary schedule for the position being filled</i>

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>HOURLY RATE</u>
Weed Abatement Inspector	90.3	\$26.54 - \$32.33

Effective January 1, 2021 (Recreation PSTs Only)

Increases are not automatic and reviewed on an annual basis.

Job Class	Range @ 2.5%	Step A	Step A'	Step B	Step B'	Step C	
RS I	64.4	\$ 14.00	\$ 14.35	\$ 14.71	\$ 15.08	\$ 15.45	
RS II	69.4	\$ 15.84	\$ 16.24	\$ 16.64	\$ 17.06	\$ 17.48	
RS III	74.4	\$ 17.92	\$ 18.37	\$ 18.83	\$ 19.30	\$ 20.08	71
RS IV	80	\$ 20.58	\$ 21.62	\$ 22.71	\$ 23.86	\$ 25.07	80
RS V	88.9	\$ 25.64	\$ 26.93	\$ 28.30	\$ 29.73	\$ 31.23	88.9
			Step B	Step C	Step D	Step E	Range

B. HEALTH AND WELFARE BENEFITS

1. Cafeteria Plan

The City's cafeteria plan allotment is for enrollment in any of the City's CalPERS' health plans or other eligible benefit programs (e.g., dental, vision, etc.). The cost of the premium for the City's health plan will be deducted from the employee's cafeteria plan allotment. If there is a difference, the employee will be responsible for the remainder of the premium amount to be paid through payroll deductions. Unused cafeteria plan allotment will be paid out as "cash in

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lieu”, up to a maximum of \$1,150 per month (excludes Police Recruit). For Police Recruit the maximum “cash in lieu” is \$287.50 per month. Cash in lieu payments are taxable income and not PERSable.

Any employee who is not enrolled in a City CalPERS health insurance plan, and does not provide proof of enrollment in another group health insurance plan (e.g., coverage under a spouse’s employer plan) within 30 days from the beginning of the new plan year will not be eligible to receive cash in lieu.

All benefitted employees must enroll in an available City health program unless they opt out. An employee may receive cash in lieu for opting out of the City’s health program if he/she:

- (1) Provides proof that the employee and all individuals for whom the employee intends to claim a personal exemption deduction for the taxable year or years that begin or end in or with the City’s plan year to which the opt out applies (“tax family”), have or will have minimum essential coverage through another source (other than coverage in the individual market, whether or not obtained through Covered California) for the plan year to which the opt out arrangement applies (“opt out period”); and
- (2) Signs an attestation that the employee and his/her tax family have or will have such minimal essential coverage for the opt out period. An employee must provide the attestation every plan year at open enrollment or within 30 days after the start of the plan year. The opt out payment cannot be made and the City will not in fact make payment if the employer knows or has reason to know that the employee or tax family member doesn’t have such alternative coverage, or if the conditions in this paragraph are not otherwise satisfied.

The City may modify health insurance benefits or cafeteria plan (including, as to both, but not limited to, plan benefits or structure, City or employee contributions and/or opt out amount or requirements) in order to avoid penalties or taxes under the ACA or other statutory scheme that may result from an interpretation of the ACA or other statutory scheme by the Internal Revenue Service or other federal agency (including, but not limited to, a revenue ruling, regulation or other guidance) or state agency, or a ruling by a court of competent jurisdiction.

From July 1, 2021 through December 31, 2021, the allotment for the cafeteria plan, excluding Police Recruit, shall be \$1,250 per month. Effective January 1, 2022, the amount will increase to \$1,300 per month. For Police Recruit, the cafeteria plan allotment shall be \$1,300 per

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month from July 1, 2021 through December 31, 2021, then will increase to \$1,350 per month effective January 1, 2022.

2. Medical Insurance

The City is continuing the CalPERS' Health Benefits program that was adopted on January 1, 1986. From the total cafeteria plan allotment, the City will pay to CalPERS the statutorily required minimum employer contribution per month toward the cost of any CalPERS' health plan that the employee chooses to enroll. The employee agrees to be liable for the difference between the total cost of the health plan chosen and the City's contribution if he/she elects to obtain coverage under the CalPERS' health program. This amount shall be included in the total amount of the City's contribution to the employee's Section 125 Cafeteria Plan.

Employees who elect not to be covered under the City's medical insurance plan must have on file with the City a signed waiver of medical benefits. Employees will be provided an opportunity to enroll in the City's medical insurance plan during the designated open enrollment period.

3. Retirement Benefits

All Executive, Unrepresented, and Confidential employees are members of the California Public Employees' Retirement System (CalPERS). Those employees who are "classic members" as defined under the Public Employees' Pension Reform Act of 2013 (PEPRA) pay the employee's share of the retirement cost (8% for Miscellaneous and 9% for Safety Employees), and receive the following contracted benefits:

Miscellaneous Employees <i>"Classic" Members</i>	Safety Employees <i>"Classic" Members Hired on or before March 10,</i>
A. 3% at 60 Benefit Formula (§21354.3)	A. 3% at 50 Benefit Formula (§21362.2)
B. Final Compensation: One Year (§20042)	B. Final Compensation: One Year (§20042)
C. Prior Service (§20055)	C. Prior Service (§20055)
D. [Reserved]	D. [Reserved]
E. Additional Service Credit 2 Years (§20903)	E. [Reserved]

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Miscellaneous Employees <i>"Classic" Members</i>	Safety Employees <i>"Classic" Members Hired on or before March 10,</i>
F. Unused Sick Leave Credit (§20965)	F. Unused Sick Leave Credit (§20965)
G. Military Service Credit as Public Service (§21024)	G. Military Service Credit as Public Service (§21024)
H. 2% Annual Cost of Living Allowance Increase (§21329)	H. 2% Annual Cost of Living Allowance Increase (§21329)
I. Pre-Retirement Death Benefits to Continue After Remarriage of Survivor (§21551)	I. Pre-Retirement Death Benefits to Continue After Remarriage of Survivor (§21551)
J. 1959 Survivor Benefit Level Four (§21574)	J. 1959 Survivor Benefit Level Three (§21573)
K. \$5,000 Retired Death Benefit (§21623.5)	K. \$500 Retired Death Benefit (§21620)
L. [Reserved]	L. Post-Retirement Survivor Allowance (§21624/26/28)
M. [Reserved]	M. Post-Retirement Survivor Allowance to Continue After Remarriage (§21635)
	Local Safety Employees <i>Hired on or after March 11, 2011</i>
	A. 3% at 55 Benefit Formula (§21362.2)
	B. Final Compensation: Three Years – Career Average (§20042)

Those employees who are "new members" as defined under the Public Employees' Pension Reform Act of 2013 (PEPRA) pay the employee contributions equal to 50% of normal cost (currently 6.25% for Miscellaneous and 12.25% for Safety Employees), and receive the above listed benefits with the exception of the following:

Miscellaneous Employees <i>"New" Members Hired on or after January 1, 2013</i>	Safety Employees <i>"New" Members Hired on or after January 1, 2013</i>
A. 2% at 62 Benefit Formula (§7522.20)	A. 2.7% at 57 Benefit Formula (§7522.25(d))
B. Final Compensation: Three Years – Career Average (§20037)	B. Final Compensation: Three Years – Career Average (§20037)

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PST Employees: In lieu of enrollment in the CalPERS' retirement program, PST employees will be enrolled in an IRS §457 retirement plan. The City contributes 7.5% of the employee's salary to the IRS §457 plan in lieu of CalPERS and Social Security. PST employees who qualify for membership will be enrolled in the CalPERS retirement program and City contributions to the IRS §457 plan will terminate.

4. Deferred Compensation

All Executive, Unrepresented and Confidential employees are eligible to participate in any of the City's Internal Revenue Code Section 457 Deferred Compensation Plan(s). Participation is handled through payroll deductions.

The City shall contribute \$300 per month (\$3,600 per year) in deferred compensation on behalf of the Assistant City Manager to one of the City approved plans as selected by the Assistant City Manager. Amounts contributed by the City shall be to the benefit of the Assistant City Manager in accordance with the Deferred Compensation Plan participation agreement.

5. Disability Insurance

The City provides Executive Management employees and Unrepresented Management employees with fully paid short-term and long-term disability plans.

Exclusion: Confidential employees, PST employees, and Police Recruit(s) participate in the State Disability Insurance (SDI) Program at their expense.

6. Life and Accidental Death & Dismemberment (AD&D) Insurance [Applies to City Attorney]

The City provides fully paid life insurance and AD&D to Executive and Unrepresented Management employees in the amount of one and one half times the employee's annual salary plus \$25,000.

The City provides fully paid life insurance and AD&D to Confidential and benefitted employees in the amount of \$25,000.

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C. LEAVES

1. Vacation Accrual

All Executive, Unrepresented and Confidential employees shall accrue vacation in accordance with the following schedule:

- a. 3.07 hours of vacation accrued and credited bi-weekly from the date of hire until completion of the 36th month;
- b. 4.60 hours of vacation accrued and credited bi-weekly following completion of the 36th month through the 108th month;
- c. 5.52 hours of vacation accrued and credited bi-weekly following completion of the 108th month through the 156th month;
- d. 6.14 hours of vacation accrued and credited bi-weekly following completion of the 156th month.

New hires in Executive and Unrepresented Management classifications may accrue vacation leave at a rate greater than the entry rate at the discretion of the City Manager. Vacation accrual shall be capped at 620 hours for all executive and unrepresented management employees, and 560 hours for all confidential employees. No employee shall accrue vacation beyond the established cap unless specifically authorized by the City Manager. Employees have the option of 100% cash reimbursement for unused paid vacation at any time provided that they have used at least 80 hours of vacation/administrative leave during the preceding year (26 pay periods).

2. Administrative Leave

Executive Management (excludes Police Chief, Fire Chief, and Fire Division Chief) employees receive eighty (80) hours administrative leave per year accrued as vacation leave. The Police Chief, Fire Chief and Fire Division receive one hundred forty (140) hours administrative leave per year accrued as vacation. Unrepresented Management employees receive sixty (60) hours administrative leave per year accrued as vacation leave.

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3. Holidays

Executive and Unrepresented Management and Confidential employees (excluding the City Attorney) receive the following paid holidays:

New Years' Day	January 1
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Admissions Day*	September 9 (floating holiday)
Columbus Day*	Second Monday in October (floating holiday)
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

And every day proclaimed by the City Council as a public holiday.

*Two (2) floating holidays in lieu of celebrating Columbus Day and Admissions Day. City facilities shall remain open on both days.

Vacation shall accrue and be credited bi-weekly to compensate for the two floating holidays based on regularly scheduled work shift (permanent shift):

5-8 Schedules: 0.62 hours; **9/80 Schedules:** 0.69 hours; **4/10 Schedules:** 0.77 hours

City Hall will be closed between the observed Christmas Eve holiday in 2021 and the observed New Years' Day holiday in 2022. Employee who take this time off must use paid leave for December 27, 28, 29, 30.

An EMPLOYEE whose day off falls on an observed City holiday (e.g., Friday holiday) will accrue their regularly scheduled hours of vacation leave.

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4. Sick Leave

Executive, Unrepresented and Confidential employees accrue sick leave at the rate of 3.68 hours per bi-weekly pay period. Accrual is unlimited. Part-Time/Seasonal/Temporary employees accrue and use sick leave upon commencement of employment at the rate prescribed by Labor Code § 246. PST employees are entitled to no other leave benefits under this policy.

Sick leave with pay shall be granted to all EMPLOYEES covered by this Policy in accordance with this section. Sick leave shall not be considered as a right which an EMPLOYEE may use at his/her discretion, but shall be allowed only in case of necessity and actual personal sickness or disability or (2) to attend to an illness or injury, including time for scheduled doctor or dentist appointment, of a person who is in the relationships to the employee as described in the California Labor Code §233, which currently includes:

Child	Parent	Spouse
Grand Child	Foster Child	Adopted Child
Step Child	Legal Ward	Child of Domestic Partner
Step Parent	Legal Guardian	Adoptive Parent
Foster Parent	Sibling	Parent-in-Law
Grand Parent	Registered Domestic Partner	Child of Person Standing in Loco Parentis

a. Sick Leave Conversion Privileges

Any EMPLOYEE who has taken 40 hours sick leave or less during the calendar year ending December 30 of each year shall be entitled to either convert up to 40 hours of unused sick leave to vacation or receive a cash payment for up to 24 hours, based upon the current compensation rate on an hour-for-hour basis.

In no event may an EMPLOYEE select a combination of two options or reduce the accumulated sick leave balance below 192 hours. No prorations shall be made for EMPLOYEES terminating on or before December 30 of the calendar year.

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b. Unused Sick Leave at Retirement for Health Insurance

For employees hired before July 1, 2013, upon retirement from City employment within 120 days of separation, for service or disability, an employee may elect to use unused sick leave at its dollar value at retirement (hourly base rate plus any regularly recurring bi-weekly premium pay, i.e., differential pay for Master's Degrees) to pay health insurance premiums in retirement according to the following schedule:

10 through 14 years of service: 25% of the sick leave balance at retirement;

15 through 19 years of service: 50% of the sick leave balance at retirement;

20 + years of service: 75% of the sick leave balance at retirement.

This benefit will be in addition to the monthly contribution the City makes, as determined by PERS, to the Public Employees' Retirement System for retiree health insurance benefits. The supplemental benefits described above shall be used to pay health insurance premiums for the retiree and dependents, if applicable. However, if the employee is deceased before the funds are exhausted, the supplemental benefits shall cease and the remaining funds shall be the City's property.

The City elects to self-administer this plan at this time. The City will pay the annualized dollar equivalent of the Kaiser two-party health insurance premium once per year in January of each year.

This benefit may be used in combination with service credit for unused sick leave as described in Section C – Health and Welfare Benefits – Retirement Benefits.

5. Bereavement Leave

Up to twenty-four hours special leave with pay may be granted to Executive and Unrepresented Management and Confidential employees in order to discharge the customary obligations arising from the death of a relative who is a member of employee's household or a parent, step-parent, grandparent, sibling or child of the employee or the employee's spouse/domestic partner (not required to be a member of the household). Sixteen (16) additional hours to be charged to sick leave may be approved at the discretion of the City Manager.

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6. Military Leave

Any employee who is or becomes a member of the Armed Services, Militia or Organized Reserves of California or the United States shall be entitled to the leaves of absence and employment rights and privileges provided by the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Military and Veterans Code of the State of California.

7. Jury and Witness Leave

All Executive, Unrepresented and Confidential employees are entitled to be absent from duty when called to serve as a trial juror or as a witness called by a subpoena before a court of law. Under such circumstances, the EMPLOYEE is paid the difference between full salary and any payment received by them, except travel pay, for such duty.

8. Stand-by Time

The Fire Chief and Fire Division Chief shall receive eight (8) hours of vacation leave for every week he/she is required to participate in the back-up duty chief rotation for Heartland Fire & Rescue. For each holiday occurring during the assigned week, (Saturdays and Sundays are not considered holidays), an additional four (4) hours of vacation will be credited.

D. UNIFORM AND EQUIPMENT ALLOWANCE

The Police Chief, Fire Chief and Fire Division Chief receive an annual uniform and equipment allowance of \$675. Yearly distribution will be issued the second paycheck in July.

Newly Hired Police Recruits: The annual uniform and equipment allowance for newly hired Police Recruits shall be \$775 per year. The uniform allowance shall be prorated over the twelve month period beginning from the actual hire date to the following July 1st. Yearly distribution will be issued the second paycheck in July.

E. TUITION AND BOOK REIMBURSEMENT

The City provides an allowance of \$750 per fiscal year for Executive, Unrepresented and Confidential employees to use to defray the cost of attendance at seminars, workshops, conferences and/or classes, which promote professional growth. Executive and

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Unrepresented Management employees may use this allowance for lodging, meals, and other travel expenses.

Executive and Unrepresented Management employees may also use the allowance to cover the costs of membership fees for job related professional associations.

F. OTHER CERTIFICATIONS AND SPECIAL COMPENSATION

1. Notary Public Pay

Positions designated by the department director shall receive Notary Public Pay in the amount of \$75/month if he/she is a Notary Public in the State of California. The City shall also pay the cost of bonding of this employee while he/she is serving as Notary Public for the benefit of the City. Employees in designated positions shall perform notary services only as directed by his/her supervisor.

2. Bilingual Pay

Positions designated by the department director shall receive Bilingual Pay in the amount of \$120/month if he/she is certified by a language professional, designated by the City, as having suitable skills to provide translation service.

3. Automobile Allowance

Executive Management employees shall be provided a monthly automobile allowance of \$300 in exchange for making a vehicle available for his/her own use and for City-related business and/or functions during, before and after normal work hours. The Assistant City Manager shall be provided an additional \$100, to total a monthly automobile allowance of \$400.

4. Cellular Telephone Allowance

The Assistant City Manager shall receive as compensation the sum of \$120 per month for use as an allowance for his/her cellular telephone service.

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5. Technology Allowance

The Assistant City Manager shall be provided with an amount not to exceed \$2,500 every two years, beginning with the year of his/her initial appointment, for use to purchase technology equipment such as a personal laptop computer, etc. The payment shall be made upon submission of receipts documenting the purchase(s). The equipment purchased shall become the property of the Assistant City Manager.

6. Non-PERSable Stipend

A non-PERSable stipend of \$6,000/Police Chief, \$6,000/Fire Chief, and \$4,200/Fire Division Chief. One-half of stipend payment to be issued on the second paycheck in July 2021 and one-half issued on the first paycheck in December 2021.

G. RELOCATION ALLOWANCE

The City Manager may authorize an allowance up to \$10,000 for relocation expenses to the San Diego area.

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PURPOSE

To outline in one document the salary and benefits of employees who work in positions not represented by a recognized bargaining group.

A. SALARY – Effective pay period beginning on June 12, 2021

REQUIRED EDUCATION FOR BASE HOURLY RATE:

1. Required education for Unrepresented Management pay ranges

Level II must possess one of the following:

- Master’s degree directly related to the position with the City, but not required by the classification specification applicable to position; or
- Current California registration certificate as a Professional Civil or Traffic Engineer which is directly related to the position, but not required by the classification specification applicable to the position; or
- Current California designation as a Certified Public Accountant which is directly related to the position, but not required by the classification specification applicable to the position.

2. Required education for Fire Division Chief pay ranges

Level II must possess the following:

- Bachelor’s degree in any related field.

EXECUTIVE MANAGEMENT CLASSIFICATION PAY RANGES ARE AS FOLLOWS:

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>SALARIED POSITIONS TO BE PAID AT EQUIVALENT HOURLY RATE</u>
Assistant City Manager	143.5	\$98.72 - \$120.27
City Clerk	121.2	\$56.91 - \$69.34
Director of Community Development	133.5	\$77.12 - \$93.96

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Director of Finance/City Treasurer	132.3	\$74.86 - \$91.21
Director of Human Resources	129.9	\$70.56 - \$85.98
Director of Information Technology	131.6	\$73.58 - \$89.65
Director of Parks and Recreation	129.8	\$70.39 - \$85.76
Director of Public Works	132.8	\$75.80 - \$92.36
Fire Chief	139.4	\$89.21 - \$108.69
Police Chief	146.8	\$107.10 - \$130.50

UNREPRESENTED MANAGEMENT CLASSIFICATION PAY RANGES ARE AS FOLLOWS:

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>SALARIED POSITIONS TO BE PAID AT EQUIVALENT HOURLY RATE</u>
Administrative Analyst I (City Manager and Human Resources)	89.4	\$25.96 - \$31.62
Administrative Analyst II (City Manager and Human Resources)	91.4	\$27.27 - \$33.23
Assistant to the City Manager I	113.0	\$46.48 - \$56.63
Assistant to the City Manager II	115.0	\$48.83 - \$59.50
Building Official I	119.5	\$54.58 - \$66.50
Building Official II	121.5	\$57.34 - \$69.86

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<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>SALARIED POSITIONS TO BE PAID AT EQUIVALENT HOURLY RATE</u>
City Engineer/Deputy Director of Public Works I	124.5	\$61.75 - \$75.24
City Engineer/Deputy Director of Public Works II	126.5	\$64.88 - \$79.04
Deputy City Clerk I	95.5	\$30.18 - \$36.77
Deputy City Clerk II	97.5	\$31.70 - \$38.63
Deputy Director of Community Development I	119.7	\$54.85 - \$66.83
Deputy Director of Community Development II	121.7	\$57.63 - \$70.21
Deputy Director of Public Works I	120.6	\$56.08 - \$68.33
Deputy Director of Public Works II	122.6	\$58.92 - \$71.79
Deputy Director – Special Projects <i>(can only be used for six months)</i>	124.6	\$61.90 - \$75.42
Financial Operations Manager I	121.2	\$56.91 - \$69.34
Financial Operations Manager II	123.2	\$59.79 - \$72.85
Fire Division Chief I	126.5	\$64.88 - \$79.04
Fire Division Chief II	128.5	\$68.16 - \$83.05
Human Resources Analyst I	101.0	\$34.56 - \$42.11
Human Resources Analyst II	103.0	\$36.31 - \$44.24

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<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>SALARIED POSITIONS TO BE PAID AT EQUIVALENT HOURLY RATE</u>
Information Technology Analyst I	99.4	\$33.23 - \$40.48
Information Technology Analyst II	101.4	\$34.91 - \$42.53
Management Analyst I (City Manager and Human Resources)	99.5	\$33.31 - \$40.58
Management Analyst II (City Manager and Human Resources)	101.5	\$34.99 - \$42.64
Network Administrator I	106.6	\$39.69 - \$48.36
Network Administrator II	108.6	\$41.70 - \$50.81
Parks and Recreation Manager I	112.9	\$46.37 - \$56.50
Parks and Recreation Manager II	114.9	\$48.72 - \$59.36
Planning Manager I	116.8	\$51.06 - \$62.21
Planning Manager II	118.8	\$53.64 - \$65.36
Senior Human Resources Analyst I	108.2	\$41.29 - \$50.31
Senior Human Resources Analyst II	110.2	\$43.38 - \$52.85
Senior Management Analyst I (City Manager and Finance)	108.2	\$41.29 - \$50.31
Senior Management Analyst II (City Manager and Finance)	110.2	\$43.38 - \$52.85
Senior Risk Management Analyst I	108.2	\$41.29 - \$50.31

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Senior Risk Management Analyst II 110.2 \$43.38 - \$52.85
CONFIDENTIAL CLASSIFICATION PAY RANGES ARE AS FOLLOWS:

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>HOURLY RATE</u>
Confidential Secretary (CM, HR and Police Chief Administration)	87.0	\$24.46 - \$29.80
Executive Assistant to the City Manager/City Attorney	97.1	\$31.39 - \$38.25
Executive Assistant to the Police Chief	91.9	\$27.61 - \$33.64
Information Technology Specialist	92.2	\$27.81 - \$33.89
Senior Accounting Technician	87.3	\$24.64 - \$30.03

UNREPRESENTED GENERAL CLASSIFICATION PAY RANGES ARE AS FOLLOWS:

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>HOURLY RATE</u>
Police Recruit	98.0	\$32.09 - \$39.10

PART-TIME / SEASONAL/ TEMPORARY (PST) CLASSIFICATIONS ARE AS FOLLOWS:

**PST classifications do not receive any benefits described in this policy with the exception of the City contribution to the appropriate retirement plan in lieu of CalPERS/Social Security and sick leave benefits required by Labor Code §233.*

Retired Annuitants Only: *The salary for a Retired Annuitant must be an hourly pay rate that falls within the regular salary schedule for the position being filled. Per California Public Employee Retirement Law, a Retired Annuitant cannot receive any other compensation or benefits in addition to the hourly pay rate. Without exception, a maximum of 960 hours may be worked within a fiscal year (July 1 to June 30). Nonpaid or volunteer hours cannot be used in order to exceed 960 hours in a fiscal year. A Retired Annuitant cannot accrue service credit or*

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any additional retirement rights or benefits.

All PST step increases are 2.5% unless noted otherwise.

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>HOURLY RATE</u>
Administrative Intern	72.9	\$17.27 - \$21.04
Public Safety Aide	63.4	\$13.66 - \$16.64
<u>Retired Annuitant</u>	-	<u>Hourly pay rate that falls within the regular salary schedule for the position being filled</u>

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>HOURLY RATE</u>
Weed Abatement Inspector	90.3	\$26.54 - \$32.33

Effective January 1, 2021 (Recreation PSTs Only)

Increases are not automatic and reviewed on an annual basis.

Job Class	Range @ 2.5%	Step A	Step A'	Step B	Step B'	Step C	
RS I	64.4	\$ 14.00	\$ 14.35	\$ 14.71	\$ 15.08	\$ 15.45	
RS II	69.4	\$ 15.84	\$ 16.24	\$ 16.64	\$ 17.06	\$ 17.48	
RS III	74.4	\$ 17.92	\$ 18.37	\$ 18.83	\$ 19.30	\$ 20.08	71
RS IV	80	\$ 20.58	\$ 21.62	\$ 22.71	\$ 23.86	\$ 25.07	80
RS V	88.9	\$ 25.64	\$ 26.93	\$ 28.30	\$ 29.73	\$ 31.23	88.9
			Step B	Step C	Step D	Step E	Range

B. HEALTH AND WELFARE BENEFITS

1. Cafeteria Plan

The City's cafeteria plan allotment is for enrollment in any of the City's CalPERS' health plans or other eligible benefit programs (e.g., dental, vision, etc.). The cost of the premium for the

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City's health plan will be deducted from the employee's cafeteria plan allotment. If there is a difference, the employee will be responsible for the remainder of the premium amount to be paid through payroll deductions. Unused cafeteria plan allotment will be paid out as "cash in lieu", up to a maximum of \$1,150 per month (excludes Police Recruit). For Police Recruit the maximum "cash in lieu" is \$287.50 per month. Cash in lieu payments are taxable income and not PERSable.

Any employee who is not enrolled in a City CalPERS health insurance plan, and does not provide proof of enrollment in another group health insurance plan (e.g., coverage under a spouse's employer plan) within 30 days from the beginning of the new plan year will not be eligible to receive cash in lieu.

All benefitted employees must enroll in an available City health program unless they opt out. An employee may receive cash in lieu for opting out of the City's health program if he/she:

- (1) Provides proof that the employee and all individuals for whom the employee intends to claim a personal exemption deduction for the taxable year or years that begin or end in or with the City's plan year to which the opt out applies ("tax family"), have or will have minimum essential coverage through another source (other than coverage in the individual market, whether or not obtained through Covered California) for the plan year to which the opt out arrangement applies ("opt out period"); and
- (2) Signs an attestation that the employee and his/her tax family have or will have such minimal essential coverage for the opt out period. An employee must provide the attestation every plan year at open enrollment or within 30 days after the start of the plan year. The opt out payment cannot be made and the City will not in fact make payment if the employer knows or has reason to know that the employee or tax family member doesn't have such alternative coverage, or if the conditions in this paragraph are not otherwise satisfied.

The City may modify health insurance benefits or cafeteria plan (including, as to both, but not limited to, plan benefits or structure, City or employee contributions and/or opt out amount or requirements) in order to avoid penalties or taxes under the ACA or other statutory scheme that may result from an interpretation of the ACA or other statutory scheme by the Internal Revenue Service or other federal agency (including, but not limited to, a revenue ruling, regulation or other guidance) or state agency, or a ruling by a court of competent jurisdiction.

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From July 1, 2021 through December 31, 2021, the allotment for the cafeteria plan, excluding Police Recruit, shall be \$1,250 per month. Effective January 1, 2022, the amount will increase to \$1,300 per month. For Police Recruit, the cafeteria plan allotment shall be \$1,300 per month from July 1, 2021 through December 31, 2021, then will increase to \$1,350 per month effective January 1, 2022.

2. Medical Insurance

The City is continuing the CalPERS' Health Benefits program that was adopted on January 1, 1986. From the total cafeteria plan allotment, the City will pay to CalPERS the statutorily required minimum employer contribution per month toward the cost of any CalPERS' health plan that the employee chooses to enroll. The employee agrees to be liable for the difference between the total cost of the health plan chosen and the City's contribution if he/she elects to obtain coverage under the CalPERS' health program. This amount shall be included in the total amount of the City's contribution to the employee's Section 125 Cafeteria Plan.

Employees who elect not to be covered under the City's medical insurance plan must have on file with the City a signed waiver of medical benefits. Employees will be provided an opportunity to enroll in the City's medical insurance plan during the designated open enrollment period.

3. Retirement Benefits

All Executive, Unrepresented, and Confidential employees are members of the California Public Employees' Retirement System (CalPERS). Those employees who are "classic members" as defined under the Public Employees' Pension Reform Act of 2013 (PEPRA) pay the employee's share of the retirement cost (8% for Miscellaneous and 9% for Safety Employees), and receive the following contracted benefits:

Miscellaneous Employees <i>"Classic" Members</i>	Safety Employees <i>"Classic" Members Hired on or before March 10,</i>
A. 3% at 60 Benefit Formula (\$21354.3)	A. 3% at 50 Benefit Formula (\$21362.2)
B. Final Compensation: One Year (\$20042)	B. Final Compensation: One Year (\$20042)

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C. Prior Service (§20055)	C. Prior Service (§20055)
D. [Reserved]	D. [Reserved]
E. Additional Service Credit 2 Years (§20903)	E. [Reserved]
Miscellaneous Employees <i>"Classic" Members</i>	Safety Employees <i>"Classic" Members Hired on or before March 10,</i>
F. Unused Sick Leave Credit (§20965)	F. Unused Sick Leave Credit (§20965)
G. Military Service Credit as Public Service (§21024)	G. Military Service Credit as Public Service (§21024)
H. 2% Annual Cost of Living Allowance Increase (§21329)	H. 2% Annual Cost of Living Allowance Increase (§21329)
I. Pre-Retirement Death Benefits to Continue After Remarriage of Survivor (§21551)	I. Pre-Retirement Death Benefits to Continue After Remarriage of Survivor (§21551)
J. 1959 Survivor Benefit Level Four (§21574)	J. 1959 Survivor Benefit Level Three (§21573)
K. \$5,000 Retired Death Benefit (§21623.5)	K. \$500 Retired Death Benefit (§21620)
L. [Reserved]	L. Post-Retirement Survivor Allowance (§21624/26/28)
M. [Reserved]	M. Post-Retirement Survivor Allowance to Continue After Remarriage (§21635)
	Local Safety Employees <i>Hired on or after March 11, 2011</i>
	A. 3% at 55 Benefit Formula (§21362.2)
	B. Final Compensation: Three Years – Career Average (§20042)

Those employees who are "new members" as defined under the Public Employees' Pension Reform Act of 2013 (PEPRA) pay the employee contributions equal to 50% of normal cost (currently 6.25% for Miscellaneous and 12.25% for Safety Employees), and receive the above listed benefits with the exception of the following:

Miscellaneous Employees <i>"New" Members Hired on or after January 1, 2013</i>	Safety Employees <i>"New" Members Hired on or after January 1, 2013</i>
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A. 2% at 62 Benefit Formula (\$7522.20)	A. 2.7% at 57 Benefit Formula (\$7522.25(d))
B. Final Compensation: Three Years – Career Average (\$20037)	B. Final Compensation: Three Years – Career Average (\$20037)

PST Employees: In lieu of enrollment in the CalPERS’ retirement program, PST employees will be enrolled in an IRS §457 retirement plan. The City contributes 7.5% of the employee’s salary to the IRS §457 plan in lieu of CalPERS and Social Security. PST employees who qualify for membership will be enrolled in the CalPERS retirement program and City contributions to the IRS §457 plan will terminate.

4. Deferred Compensation

All Executive, Unrepresented and Confidential employees are eligible to participate in any of the City’s Internal Revenue Code Section 457 Deferred Compensation Plan(s). Participation is handled through payroll deductions.

The City shall contribute \$300 per month (\$3,600 per year) in deferred compensation on behalf of the Assistant City Manager to one of the City approved plans as selected by the Assistant City Manager. Amounts contributed by the City shall be to the benefit of the Assistant City Manager in accordance with the Deferred Compensation Plan participation agreement.

5. Disability Insurance

The City provides Executive Management employees and Unrepresented Management employees with fully paid short-term and long-term disability plans.

Exclusion: Confidential employees, PST employees, and Police Recruit(s) participate in the State Disability Insurance (SDI) Program at their expense.

6. Life and Accidental Death & Dismemberment (AD&D) Insurance [Applies to City Attorney]

The City provides fully paid life insurance and AD&D to Executive and Unrepresented Management employees in the amount of one and one half times the employee’s annual salary plus \$25,000.

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The City provides fully paid life insurance and AD&D to Confidential and benefitted employees in the amount of \$25,000.

C. LEAVES

1. Vacation Accrual

All Executive, Unrepresented and Confidential employees shall accrue vacation in accordance with the following schedule:

- a. 3.07 hours of vacation accrued and credited bi-weekly from the date of hire until completion of the 36th month;
- b. 4.60 hours of vacation accrued and credited bi-weekly following completion of the 36th month through the 108th month;
- c. 5.52 hours of vacation accrued and credited bi-weekly following completion of the 108th month through the 156th month;
- d. 6.14 hours of vacation accrued and credited bi-weekly following completion of the 156th month.

New hires in Executive and Unrepresented Management classifications may accrue vacation leave at a rate greater than the entry rate at the discretion of the City Manager. Vacation accrual shall be capped at 620 hours for all executive and unrepresented management employees, and 560 hours for all confidential employees. No employee shall accrue vacation beyond the established cap unless specifically authorized by the City Manager. Employees have the option of 100% cash reimbursement for unused paid vacation at any time provided that they have used at least 80 hours of vacation/administrative leave during the preceding year (26 pay periods).

2. Administrative Leave

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Executive Management (excludes Police Chief, Fire Chief, and Fire Division Chief) employees receive eighty (80) hours administrative leave per year accrued as vacation leave. The Police Chief, Fire Chief and Fire Division receive one hundred forty (140) hours administrative leave per year accrued as vacation. Unrepresented Management employees receive sixty (60) hours administrative leave per year accrued as vacation leave.

3. Holidays

Executive and Unrepresented Management and Confidential employees (excluding the City Attorney) receive the following paid holidays:

New Years' Day	January 1
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Admissions Day*	September 9 (floating holiday)
Columbus Day*	Second Monday in October (floating holiday)
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

And every day proclaimed by the City Council as a public holiday.

*Two (2) floating holidays in lieu of celebrating Columbus Day and Admissions Day. City facilities shall remain open on both days.

Vacation shall accrue and be credited bi-weekly to compensate for the two floating holidays based on regularly scheduled work shift (permanent shift):

5-8 Schedules: 0.62 hours; **9/80 Schedules:** 0.69 hours; **4/10 Schedules:** 0.77 hours

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City Hall will be closed between the observed Christmas Eve holiday in 2021 and the observed New Years' Day holiday in 2022. Employee who take this time off must use paid leave for December 27, 28, 29, 30.

An EMPLOYEE whose day off falls on an observed City holiday (e.g., Friday holiday) will accrue their regularly scheduled hours of vacation leave.

4. Sick Leave

Executive, Unrepresented and Confidential employees accrue sick leave at the rate of 3.68 hours per bi-weekly pay period. Accrual is unlimited. Part-Time/Seasonal/Temporary employees accrue and use sick leave upon commencement of employment at the rate prescribed by Labor Code § 246. PST employees are entitled to no other leave benefits under this policy.

Sick leave with pay shall be granted to all EMPLOYEES covered by this Policy in accordance with this section. Sick leave shall not be considered as a right which an EMPLOYEE may use at his/her discretion, but shall be allowed only in case of necessity and actual personal sickness or disability or (2) to attend to an illness or injury, including time for scheduled doctor or dentist appointment, of a person who is in the relationships to the employee as described in the California Labor Code §233, which currently includes:

Child	Parent	Spouse
Grand Child	Foster Child	Adopted Child
Step Child	Legal Ward	Child of Domestic Partner
Step Parent	Legal Guardian	Adoptive Parent
Foster Parent	Sibling	Parent-in-Law
Grand Parent	Registered Domestic Partner	Child of Person Standing in Loco Parentis

a. Sick Leave Conversion Privileges

Any EMPLOYEE who has taken 40 hours sick leave or less during the calendar year ending December 30 of each year shall be entitled to either convert up to 40 hours of

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unused sick leave to vacation or receive a cash payment for up to 24 hours, based upon the current compensation rate on an hour-for-hour basis.

In no event may an EMPLOYEE select a combination of two options or reduce the accumulated sick leave balance below 192 hours. No prorations shall be made for EMPLOYEES terminating on or before December 30 of the calendar year.

b. Unused Sick Leave at Retirement for Health Insurance

For employees hired before July 1, 2013, upon retirement from City employment within 120 days of separation, for service or disability, an employee may elect to use unused sick leave at its dollar value at retirement (hourly base rate plus any regularly recurring bi-weekly premium pay, i.e., differential pay for Master's Degrees) to pay health insurance premiums in retirement according to the following schedule:

10 through 14 years of service: 25% of the sick leave balance at retirement;

15 through 19 years of service: 50% of the sick leave balance at retirement;

20 + years of service: 75% of the sick leave balance at retirement.

This benefit will be in addition to the monthly contribution the City makes, as determined by PERS, to the Public Employees' Retirement System for retiree health insurance benefits. The supplemental benefits described above shall be used to pay health insurance premiums for the retiree and dependents, if applicable. However, if the employee is deceased before the funds are exhausted, the supplemental benefits shall cease and the remaining funds shall be the City's property.

The City elects to self-administer this plan at this time. The City will pay the annualized dollar equivalent of the Kaiser two-party health insurance premium once per year in January of each year.

This benefit may be used in combination with service credit for unused sick leave as described in Section C – Health and Welfare Benefits – Retirement Benefits.

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5. Bereavement Leave

Up to twenty-four hours special leave with pay may be granted to Executive and Unrepresented Management and Confidential employees in order to discharge the customary obligations arising from the death of a relative who is a member of employee's household or a parent, step-parent, grandparent, sibling or child of the employee or the employee's spouse/domestic partner (not required to be a member of the household). Sixteen (16) additional hours to be charged to sick leave may be approved at the discretion of the City Manager.

6. Military Leave

Any employee who is or becomes a member of the Armed Services, Militia or Organized Reserves of California or the United States shall be entitled to the leaves of absence and employment rights and privileges provided by the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Military and Veterans Code of the State of California.

7. Jury and Witness Leave

All Executive, Unrepresented and Confidential employees are entitled to be absent from duty when called to serve as a trial juror or as a witness called by a subpoena before a court of law. Under such circumstances, the EMPLOYEE is paid the difference between full salary and any payment received by them, except travel pay, for such duty.

8. Stand-by Time

The Fire Chief and Fire Division Chief shall receive eight (8) hours of vacation leave for every week he/she is required to participate in the back-up duty chief rotation for Heartland Fire & Rescue. For each holiday occurring during the assigned week, (Saturdays and Sundays are not considered holidays), an additional four (4) hours of vacation will be credited.

D. UNIFORM AND EQUIPMENT ALLOWANCE

The Police Chief, Fire Chief and Fire Division Chief receive an annual uniform and equipment allowance of \$675. Yearly distribution will be issued the second paycheck in July.

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Newly Hired Police Recruits: The annual uniform and equipment allowance for newly hired Police Recruits shall be \$775 per year. The uniform allowance shall be prorated over the twelve month period beginning from the actual hire date to the following July 1st. Yearly distribution will be issued the second paycheck in July.

E. TUITION AND BOOK REIMBURSEMENT

The City provides an allowance of \$750 per fiscal year for Executive, Unrepresented and Confidential employees to use to defray the cost of attendance at seminars, workshops, conferences and/or classes, which promote professional growth. Executive and Unrepresented Management employees may use this allowance for lodging, meals, and other travel expenses.

Executive and Unrepresented Management employees may also use the allowance to cover the costs of membership fees for job related professional associations.

F. OTHER CERTIFICATIONS AND SPECIAL COMPENSATION

1. Notary Public Pay

Positions designated by the department director shall receive Notary Public Pay in the amount of \$75/month if he/she is a Notary Public in the State of California. The City shall also pay the cost of bonding of this employee while he/she is serving as Notary Public for the benefit of the City. Employees in designated positions shall perform notary services only as directed by his/her supervisor.

2. Bilingual Pay

Positions designated by the department director shall receive Bilingual Pay in the amount of \$120/month if he/she is certified by a language professional, designated by the City, as having suitable skills to provide translation service.

3. Automobile Allowance

Executive Management employees shall be provided a monthly automobile allowance of \$300 in exchange for making a vehicle available for his/her own use and for City-related

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business and/or functions during, before and after normal work hours. The Assistant City Manager shall be provided an additional \$100, to total a monthly automobile allowance of \$400.

4. Cellular Telephone Allowance

The Assistant City Manager shall receive as compensation the sum of \$120 per month for use as an allowance for his/her cellular telephone service.

5. Technology Allowance

The Assistant City Manager shall be provided with an amount not to exceed \$2,500 every two years, beginning with the year of his/her initial appointment, for use to purchase technology equipment such as a personal laptop computer, etc. The payment shall be made upon submission of receipts documenting the purchase(s). The equipment purchased shall become the property of the Assistant City Manager.

6. Non-PERSable Stipend

A non-PERSable stipend of \$6,000/Police Chief, \$6,000/Fire Chief, and \$4,200/Fire Division Chief. One-half of stipend payment to be issued on the second paycheck in July 2021 and one-half issued on the first paycheck in December 2021.

G. RELOCATION ALLOWANCE

The City Manager may authorize an allowance up to \$10,000 for relocation expenses to the San Diego area.

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City Council
Agenda Report

DATE: July 27, 2021
TO: Honorable Mayor and City Councilmembers
FROM: Graham Mitchell, City Manager
SUBJECT: Concessions Revenue Share Arrangement with the East County Transitional Living Center

RECOMMENDATION:

That the City Council approves a revenue share of net concession revenue with East County Transitional Living Center for its August 28, 2021 fundraising event at The Magnolia.

BACKGROUND:

Prior to The Magnolia opening in 2019, the City Council established two ways in which the community could better access the facility. First, the City Council created a non-profit or community rate for eligible parties wishing to rent the facility. Second, funds are set aside to subsidize use of the facility. All subsidy requests are to be considered by the City Council.

Staff recently received a subsidy request from the East County Transitional Living Center (ECTLC)--request is attached to this report. ECTLC has reserved The Magnolia for a fundraising event on August 28, 2021 entitled "Mayor Wells & Friends in Concert." Rather than requesting a traditional subsidy to assist with renting the facility, ECTLC requests that the City share concession profits. This option ensures the City is fully reimbursed for its cost to operate the facility the night of the event and ECTLC is incentivized to fill as many seats as possible.

Staff analyzed the request and obtained information about event costs, anticipated revenue, and estimated number of guests. The event is expected to cost \$11,000 to put on, including rental of the facility (\$10,000). ECTLC expects to have between 900 and 1,000 in attendance, generating an estimated \$37,000 in revenue. This results in a net benefit of \$26,000.

With up to 1,000 attending, staff estimates net concession revenues of between \$4,080 and \$5,600. Staff recommends the following net concession revenue sharing arrangement with ECTLC:

- Minimum Contribution of \$2,000;
- All net revenue from between \$2,000 to \$6,000 to ECTLC; and
- All net revenue above \$6,000, 50% to ECTLC.

Prepared By: Graham Mitchell, City Manager

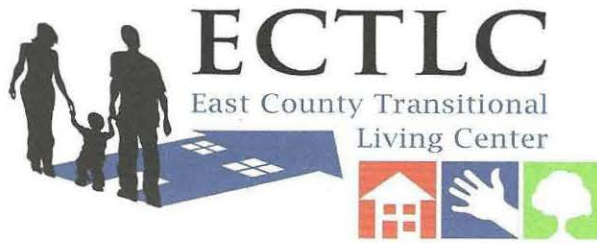
Reviewed By: N/A

Approved By: N/A

Attachments

Request from ECTLC

Serving the needs of San
Diego County



1527 East Main St.
El Cajon, CA 92021
(619) 442-0457
(619) 442-2534 fax
www.ectlc.org

Mr. Graham Mitchell
City Manager of El Cajon
200 Civic Center Way
El Cajon, CA 92020

Re: ECTLC benefit concert August 28, 2021

Mr. Mitchell,

East County Transitional Living Center is honored to have Mayor Bill Wells performing a live concert at the Magnolia Event Center on August 28, 2021 benefiting the work we do providing shelter, meals, and programs to assist the homeless in our community.

It is anticipated that ECTLC will incur the fees for Live Nation in hosting the venue as well as operational costs projected at approximately \$ 11,000.00. We are anticipating 900 – 1000 attendees at the concert with anticipated ticket sales at roughly \$ 37,000.00. This amount takes into account discounted and gratuitous tickets.

We are asking the City to donate to ECTLC the concessions revenue for this event. This event will be our first fundraising event in a very long time and we are very grateful for the opportunity.

Thank you,

A handwritten signature in black ink, appearing to read 'Harold Brown', is written over a white background.

Harold Brown, CEO
East County Transitional Living Center

Programs

*Discipleship Training
Family Restoration
Emergency Housing
Transitional Living
Adopt-a-Family Project*

ECTLC is a
501(c) (3) non-profit
organization.
EIN: 27-0865318



City Council Agenda Report

DATE: July 27, 2021
TO: Honorable Mayor and City Councilmembers
FROM: Dave Richards, Assistant to the City Manager
SUBJECT: Update on the City's Redistricting Process

RECOMMENDATION:

That the City Council receives the report from staff about the City's redistricting process and summary of the first Redistricting Hearing.

BACKGROUND:

This agenda report provides background on the City's transition to voting districts, the subsequent need to redistrict, and a review of the City's first Redistricting Hearing.

Redistricting is the process of adjusting City Council voting districts so that each district has substantially the same number of voting-aged residents and are in compliance with federal and state voting rights laws. Cities with voting districts are required to update district maps following the release of the centennial US Census data.

El Cajon transitioned from an at-large to a by-district election process for Councilmembers with the passage of Measure S in November 2016. The Mayor remains elected at-large.

The transition to City Council voting districts means that the City must evaluate and potentially adjust its voting districts based on the 2020 US Census. The US Census Bureau plans to release the 2020 Census data on or around **September 30, 2021**. To comply with the Voting Rights Act, the City must approve a District Map no later than 205 days ahead of the November 8, 2022, General Election, or **April 17, 2022**.

In alignment with the 2019 FAIR MAPS Act, the City has scheduled the following four Redistricting Hearings:

- Wednesday, July 14, 2021, 6:30 p.m. at the Hillside Recreation Center;
- Wednesday, September 8, 2021, 6:30 p.m. at the Renette Recreation Center;
- Thursday, November 4, 2021, at 7 p.m. at the Kennedy Recreation Center; and
- Saturday, January 22, 2022, at 10:30 a.m. at El Cajon Valley High School.

The City Council hosted its first Redistricting Hearing on July 14, 2021, to gather feedback about communities of interest—neighborhoods with similarities other than race or political preference. In all, twenty-nine people attended the hearing.

Following a brief presentation by the City's redistricting consultant, Shannon Kelly of National Demographics, Inc. ("NDC"), Mayor Wells opened the public hearing. Seventeen individuals offered testimony, seven of whom identified themselves as El Cajon residents. In general, speakers advocated for more public hearings, the ability to provide testimony by phone and online, streaming meetings, and additional translated materials. Attached to this report are draft minutes from the hearing.

During the September Redistricting Hearing, NDC will introduce an online mapping tool and continue gathering public input about communities of interest. During the final two hearings, the City Council will consider and choose its final district election map.

Prepared By: David Richards, Assistant to the City Manager

Reviewed By: Vince DiMaggio, Assistant City Manager

Approved By: Graham Mitchell, City Manager

Attachments

Draft Minutes of the July 14, 2021, Redistricting Hearing

CITY OF EL CAJON REDISTRICTING MEETING



MINUTES

EL CAJON, CALIFORNIA

July 14, 2021

The Redistricting Meeting of the City of El Cajon, held Tuesday, July 14, 2021, was called to order by Mayor/Chair Bill Wells at 6:32 p.m., in the Hillside Recreation Center, 840 Buena Terrace, El Cajon, California.

ROLL CALL

Councilmembers present:

Councilmembers absent:

Deputy Mayor present:

Mayor present:

Other Officers present:

D R A F T

Goble, and Ortiz

Metschel

Kendrick

Wells

Mitchell, City Manager

Foley, City Attorney/General Counsel

Cortez, City Clerk

PLEDGE OF ALLEGIANCE TO FLAG led by Mayor Wells.

POSTINGS: The City Clerk posted the Agenda of the July 14, 2021, meeting on July 8, 2021.

PUBLIC HEARING:

1. Public Hearing to Receive Input from the Community Regarding Redistricting

RECOMMENDATION: That the City Council:

1. Receives the report from staff about the redistricting process;
2. Opens the Public Hearing and receives public testimony; and
3. Closes the Public Hearing.

PUBLIC HEARING: (Continued)

DISCUSSION

Mayor Wells introduced the Assistant to the City Manager, David Richards, who introduced Arabic translator, Zaki Slevani for those requiring live translation.

Mr. Richards stated the requirements to adjust districts every 10 years, following the United States census, to ensure districts have substantially equal populations of voting-aged residents.

Mr. Richards introduced Consultant, Shannon Kelly from National Demographic Corporation to provide detailed information on the redistricting process.

Ms. Kelly provided detailed information on the Redistricting Process including the following:

- Initial Public Hearing, July 14, 2021;
- Census Data Release expected date is mid to late August, 2021;
- Public Hearing No. 2, September 8, 2021 to provide overview of online mapping tools for public use;
- California Data Release expected in late September/early October 2021;
- Public Hearing No. 3, November 4, 2021 to solicit feedback from the public about draft maps;
- Public Hearing No. 4, January 22, 2022 to revise maps received and to discuss and revise recommended final map options and discuss the election sequence;
- The need for redistricting after the initial 2017 formation of districts in the City of El Cajon;
- Redistricting rules and goals;
- Definition of 'Neighborhoods';
- Definition of the term 'Communities of Interest';
- Current district map for the City of El Cajon;
- Discussed notable City of El Cajon boundaries; and
- Key Communities of Interest in El Cajon.

Mayor Wells opened the Public Hearing.

Anna Holmes, resident of District 4, requested that more redistricting information be posted on the website.

Mr. Richards and City Manager Mitchell stated that more information will be added as soon as data is received from the U.S. Census, and that no final decision can be made until such information is available. The intent of the first meeting is to start the process and to allow as much public participation as possible.

PUBLIC HEARING: (Continued)

Keith Holmes, a citizen of El Cajon suggested that the City 'free' itself from state regulations to streamline the redistricting process. Mr. Holmes spoke of the population density in the City from the large amount of apartment buildings.

Najah S. Abdelkader, a San Diego resident and representing the Arab Anti-Discrimination Committee, requested more opportunities for the community to attend redistricting meetings. Ms. Abdelkader stated that the Arab, Middle East and North African immigrants are not properly accounted for, or adequately represented, as the Census counts them as 'white'.

Mohamed Alhawari submitted a speaker card but chose not to speak.

Requests for: More than 4 (four) public hearings, preferably after maps have been submitted; Request for speaker cards, power points and any printed information in multiple languages, Arabic included; Request for hybrid meetings to allow people to stream the meeting in lieu of in person participation; accept written testimony (online); accept voicemail comments to be presented during the public hearings; and a request for more translators were made by the following:

Ahmed Zarour, El Cajon resident – using translator – Majdal Center
Yasmeen Obeid, Community Organizer – Majdal Center
Ramah Awad, Community Center of San Diego
Jeanine Erikat, Partnership for the Advancement of New Americans
Selma Hassan, Majdal Center
Hadeel Kareem, Lakeside resident – using translator - Majdal Center
Farika Erikat, El Cajon resident – Majdal Center
Rami Ibrahim, Majdal Center
Dalal Erikat, Majdal Center
Adam Aregat, Majdal Center
Mohamed Erikat, El Cajon resident – Majdal Center
Nael Aregat, San Diego resident
Mumtaz Momand, El Cajon resident, representing the Afghan Community

Additionally a comment made stated that the April 2022 deadline to adopt the new map is in conflict of the information on the website in regards to Measure S, adopted in 2016, which states the new maps must be adopted no later than December 31st after the decennial U.S. Census.

The last speaker, Fabby, an El Cajon resident stated that Zoom meetings are not necessary as many knew of the meeting and chose not to attend.

PUBLIC HEARING: (Continued)

MOTION BY WELLS, SECOND BY KENDRICK, to CLOSE the Public Hearing.

MOTION CARRIED BY UNANIMOUS VOTE OF THOSE PRESENT (METSCHER – Absent).

Adjournment: Mayor Wells adjourned the Redistricting Meeting of the City of EI at 7:46 p.m.

ANGELA L. CORTEZ, CMC
City Clerk

D R A F T



City Council
Agenda Report

DATE: July 27, 2021
TO: Honorable Mayor and City Councilmembers
FROM: Mayor Wells
SUBJECT: Council Activity Report

RECOMMENDATION:

That the City Council accepts and files the following report of Council/Mayor activities attended during the current agenda period.

BACKGROUND:

Government Code Section 53232.3(d) requires members of a legislative body to provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

REPORT:

Since the last City Council meeting, I have attended the following events on behalf of the City of El Cajon:

July 15, 2021 – East County Chamber Mixer
July 19, 2021 – Interview with Mark Larson
July 20, 2021 – Interview with KUSI
July 21, 2021 – Interview with KPRZ
July 21, 2021 – Interview with KCBQ
July 22, 2021 – Zoom Meeting with Ms. Albavera-Uribe, USC
July 22, 2021 – Interview with Mike Slater Show
July 25, 2021 – We Are Israel Unity Rally
July 27, 2021 – City Council Meeting(s)

I am available to answer questions.

Submitted By: Bill Wells, Mayor



City Council
Agenda Report

Agenda Item 9.

DATE: July 27, 2021

TO: Honorable Mayor and City Councilmembers

FROM: Councilmember Goble

SUBJECT: COUNCILMEMBER STEVE GOBLE

MTS (Metropolitan Transit System Board); East County Advanced Water Purification Joint Powers Authority Board; Chamber of Commerce – Government Affairs Committee; SANDAG – Board of Directors – Alternate; SANDAG Public Safety Committee – Alternate; METRO Commission/Wastewater JPA – Alternate.

RECOMMENDATION:

That the City Council accepts and files the following report of Council/Mayor activities attended during the current agenda period.

BACKGROUND:

Government Code Section 53232.3(d) requires members of a legislative body to provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

REPORT:

Since the last City Council meeting, I have attended the following events on behalf of the City of El Cajon:

- July 7, 2021 – Emails with John M. re: fence height
- July 12, 2021 – Community Trash Cleanup @ Magnolia Ave exit
- July 14, 2021 – Emails to Estela D., Nedy V., Danielle re: Redistricting Workshop
- July 14, 2021 – Attend 1st Redistricting Workshop
- July 14, 2021 – Email Richard K re: Question on label on Apple Maps of El Cajon
- July 14, 2021 – Meeting with City Manager
- July 14, 2021 – Attend Octoberstache fundraiser
- July 15, 2021 – Emails with Exec Dir @ AWP re: news coverage
- July 16, 2021 – Community Trash Cleanup Mag/E Wash
- July 16, 2021 – Attend Concert @ Promenade
- July 16, 2021 – Email Email Asst City Mgr re: liquor licenses
- July 16, 2021 – Meeting w/ City Mgr, Asst City Mgr, Marco LiMandri re: redevelopment
- July 16, 2021 – Email with Dr. Burke @ SANDAG re: Narcan use in County
- July 20, 2021 – Meeting with Chair & President of Chamber of Commerce
- July 21, 2021 – Email to Brenda B re: assistance w/business help request
- July 21, 2021 – Email to Mayor Sotelo-Solis re: Narcan use in County

July 21, 2021 – Phone Call with City Mgr re: Foodie Fest

I am available to answer questions.

Submitted By: Steve Goble, Councilmember



City Council
Agenda Report

Agenda Item 10.

DATE: July 27, 2021
TO: Honorable Mayor and City Councilmembers
FROM: Mayor Pro Tem Kendrick
SUBJECT: MAYOR PRO TEM GARY KENDRICK
METRO Commission/Wastewater JPA; Heartland Communications;
Heartland Fire Training JPA.

RECOMMENDATION:

That the City Council accepts and files the following report of Council/Mayor activities attended during the current agenda period.

BACKGROUND:

Government Code Section 53232.3(d) requires members of a legislative body to provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

REPORT:

Since the last City Council meeting, I have attended the following events on behalf of the City of El Cajon:

July 17, 2021 – Attended Ferdinand Street Community Block Party
July 22, 2021 – HCFA Commission Meeting
July 27, 2021 – City Council Meeting(s)

I am available to answer questions.

Submitted By: Gary Kendrick, Mayor Pro Tem



City Council
Agenda Report

Agenda Item 11.

DATE: July 27, 2021

TO: Honorable Mayor and City Councilmembers

FROM: Councilmember Metschel

SUBJECT: COUNCILMEMBER MICHELLE METSCHEL

Harry Griffen Park Joint Steering Committee; Heartland Communications – Alternate; Heartland Fire Training JPA – Alternate.

RECOMMENDATION:

That the City Council accepts and files the following report of Council/Mayor activities attended during the current agenda period.

BACKGROUND:

Government Code Section 53232.3(d) requires members of a legislative body to provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

REPORT:

Since the last City Council meeting, I have attended the following events on behalf of the City of El Cajon:

July 27, 2021 - City Council Meeting(s)

I am available to answer questions.

Submitted By: Michelle Metschel, Councilmember



City Council
Agenda Report

Agenda Item 11.1.

DATE: July 27, 2021

TO: Honorable Mayor and City Councilmembers

FROM: Michelle Metschel, Councilmember

SUBJECT: Opposition to HR 127 (Sabika Sheikh Firearms Licensing and Registration Act)

RECOMMENDATION:

That the City Council schedules an agenda item for August 10, 2021 to consider a proposal to oppose HR 127 (Sabika Sheikh Firearms Licensing and Registration Act).

BACKGROUND:

On January 4, 2021, HR 127 (Sabika Sheikh Firearms Licensing and Registration Act) was introduced to the United States House of Representatives. The bill increases licensing requirements to possess firearms and prohibits the possession of certain ammunition. I request that the City Council directs staff to place on the next agenda (August 10, 2021) a letter in opposition to HR 127. I will provide staff with a copy of the letter to be considered.

Prepared By: Michell Metschel, City Councilmember

Reviewed By: N/A

Approved By: N/A



City Council
Agenda Report

Agenda Item 12.

DATE: July 27, 2021

TO: Honorable Mayor and City Councilmembers

FROM: Councilmember Ortiz

SUBJECT: COUNCILMEMBER PHIL ORTIZ

League of California Cities, San Diego Division; East County Economic Development Council; MTS (Metropolitan Transit System Board) – Alternate; East County Advanced Water Purification Joint Powers Authority Board – Alternate; Chamber of Commerce – Government Affairs Committee – Alternate.

RECOMMENDATION:

That the City Council accepts and files the following report of Council/Mayor activities attended during the current agenda period.

BACKGROUND:

Government Code Section 53232.3(d) requires members of a legislative body to provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

REPORT:

Since the last City Council meeting, I have attended the following events on behalf of the City of El Cajon:

July 14, 2021 – Redistricting Council Meeting

July 15, 2021 – Chamber of Commerce/Youth Venture Teen Center event

July 20, 2021 – Meeting with D. Akers, San Diego Mayors Staff

July 24, 2021 – Salute to Elected Officials Event

July 27, 2021 – City Council Meeting(s)

I am available to answer questions.

Submitted By: Phil Ortiz, Councilmember



City Council
Agenda Report

Agenda Item 13.

DATE: July 27, 2021
TO: Honorable Mayor and City Councilmembers
FROM: Angela Cortez, City Clerk
SUBJECT: Amendment to Municipal Code Title 2 Administration and Personnel

RECOMMENDATION:

That Mayor Wells requests the City Clerk to recite the title.

An Ordinance to Amend Section 2.24.100 of Chapter 2.24, and Sections 2.64.030, 2.64.050, and 2.64.060 of Chapter 2.64 of Title 2 of the El Cajon Municipal Code to Amend the Personnel Commission Powers and Duties and to Amend the List of Exceptions to the City's Personnel System.

Attachments

Ord 5112

ORDINANCE NO. 5112

AN ORDINANCE TO AMEND SECTION 2.24.100 OF CHAPTER 2.24, AND SECTIONS 2.64.030, 2.64.050, AND 2.64.060 OF CHAPTER 2.64 OF TITLE 2 OF THE EL CAJON MUNICIPAL CODE TO AMEND THE PERSONNEL COMMISSION POWERS AND DUTIES AND TO AMEND THE LIST OF EXCEPTIONS TO THE CITY'S PERSONNEL SYSTEM

WHEREAS, the City of El Cajon (the "City") finds it appropriate to amend section 2.24.100 of Chapter 2.24, and sections 2.64.030, 2.64.050, and 2.64.060 of Chapter 2.64 of Title 2 of the El Cajon Municipal Code ("ECMC") to eliminate the need for its Personnel Commission to review changes to classification specifications; and

WHEREAS, the representatives of the City's employee groups have been notified of the proposed changes, and after meeting and discussing with the director of human resources, have agreed to the changes to the ECMC.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF EL CAJON DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 2.24.100 of Chapter 2.24 of Title 2 of the El Cajon Municipal Code is hereby repealed.

SECTION 2. A new section 2.24.100 is hereby added to Chapter 2.24 of Title 2 of the El Cajon Municipal Code to read as follows:

2.24.100 Personnel commission—Powers and duties.

The personnel commission shall, as provided by this chapter and Chapters 2.64 and 2.72, and by the personnel rules, have the power to:

- A. Hear appeals submitted by any person in the classified service relative to disciplinary action, dismissal or demotion; hear alleged violations of the personnel rules or matters involving alleged discrimination and certify its findings to the city council;
- B. Except on those matters for which another procedure is provided by law or when matters of discipline are involved, investigate and make recommendations on any matter of personnel policy, or when requested to do so by the city council or the city manager; and
- C. In any investigation or hearing conducted by the commission, examine witnesses under oath and compel their attendance or the production of evidence before it by subpoena issued in the name of the city and attested by the city clerk. It shall be the duty of the chief of police to cause all subpoenas issued under

the provisions of this chapter to be served. Refusal of a person to attend or testify and answer such subpoena shall subject such person to prosecution in the manner set forth by law for failure to appear before the city council in response to a subpoena issued by the city council:

1. Witness Fees. All witnesses appearing in city administrative hearings pursuant to subpoena shall be entitled to fees and mileage in the same amount and under the same circumstances as prescribed by law for witnesses in civil actions in a superior court.
2. Deposit for Subpoenas. It shall be necessary for the party requesting the issuance of subpoenas to deposit with the city clerk a sum sufficient to cover fees and mileage as prescribed by law, including, but not limited to, Government Code section 68093.

Witness fees shall be paid from said deposit. Any sums not used for such purpose shall be immediately refunded to the party making the deposit.

SECTION 3. Sections 2.64.030, 2.64.050, and 2.64.060 of Chapter 2.64 of Title 2 of the El Cajon Municipal Code are hereby repealed.

SECTION 4. A new section 2.64.030 is hereby added to Chapter 2.64 of Title 2 of the El Cajon Municipal Code to read as follows:

2.64.030 Director of human resources—Powers and duties.

The director of human resources shall:

- A. Attend meetings of the personnel commission;
- B. Administer all provisions of this chapter and of the personnel rules not specifically reserved to the city council or personnel commission;
- C. Prepare and recommend revisions and amendments to this chapter and to the personnel rules. If such recommendations are not made to the personnel commission, a copy shall be forwarded to them for information purposes;
- D. Provide for the publishing or posting of tests for positions in the classified service, the receiving of applications therefor, the conducting and grading of tests and the certifications of a list of all persons eligible for appointment to the appropriate positions in the classified

service. Hear any appeals allowed by the personnel rules related to testing for positions in the classified service and certified to lists of and eligible for appointment to the appropriate positions in the classified service;

- E. Prepare or cause to be prepared a position classification plan, including class specifications, and revision of the plan. The plan, and any revisions thereof, shall become effective upon approval by the city council;
- F. Serve as advisor to the city council in matters of affirmative action and assist with appeals as needed in this area;
- G. Prepare a compensation plan which shall become effective upon recommendation of the city manager and upon approval by the city council.

SECTION 5. A new section 2.64.050 is hereby added to Chapter 2.64 of Title 2 of the El Cajon Municipal Code to read as follows:

2.64.050 Personnel system—Certain officers and employees excepted.

Except as otherwise provided by this chapter, the following appointive officers and employees of the city are excepted from the provisions of this personnel system and shall be considered non-classified employees:

1. Members of appointive boards, commissions and committees;
2. Persons engaged under contract to supply expert, professional, technical or other services;
3. Volunteer personnel;
4. Emergency employees who are hired to meet requirements of an emergency condition;
5. Persons in classifications hired on a seasonal, temporary, limited-term, on-call, emergency, intermittent, substitute, internship or other irregular basis generally working less than one thousand five hundred sixty hours in any fiscal or calendar year;
6. Assistant city attorney;
7. Assistant city manager;
8. Assistant to the city manager;
9. Building official/Fire marshal;
10. Confidential secretary (city manager, human resources and police administration);
11. City attorney;

12. City clerk;
13. City engineer;
14. City manager;
15. Deputy city attorney;
16. Deputy city clerk;
17. Deputy director;
18. Director of community development;
19. Director of finance;
20. Director of human resources;
21. Director of information technology;
22. Director of parks and recreation;
23. Director of public works;
24. Director of redevelopment and housing;
25. Executive assistant to city attorney;
26. Executive assistant to city manager;
27. Executive assistant to the police chief;
28. Financial operations manager;
29. Fire chief;
30. Fire division chief;
31. Human resources analyst;
32. Information technology analyst;
33. Information technologies manager;
34. Information technology specialist;
35. Management analyst (city manager and human resources only);
36. Network administrator;
37. Parks and recreation manager;
38. Police chief;
39. Police recruit;
40. Planning manager;
41. Public information officer;
42. Public works superintendent;
43. Senior accounting technician;
44. Senior human resources analyst;
45. Senior management analyst (city manager and finance);
46. Senior risk management analyst;
47. Staff attorney; and
48. All other management positions added to the classification plan and so designated by city council action as exempt.

SECTION 6. A new section 2.64.060 is hereby added to Chapter 2.64 of Title 2 of the El Cajon Municipal Code to read as follows:

2.64.060 Right to contract for performance of human resources administrative services.

The city manager shall consider and make recommendations to the city council regarding the extent to which the city should contract for the performance of technical or administrative services in

connection with the operation of the personnel system. The city council may contract with any qualified person or agency for the performance of any technical or administrative service.

SECTION 7. This ordinance shall go into effect thirty (30) days following its passage and adoption.

07/13/21 CC Agenda – 1st Reading

07/27/21 CC Agenda – 2nd Reading

Ord - Amend ECMC 2.24 & 2.64 – Personnel Commission Powers & Duties 062921