

RESOLUTION NO. 21-32

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF ADELANTO ESTABLISHING THE SALARIES
AND BENEFITS FOR THE MANAGEMENT
EMPLOYEES OF THE CITY**

WHEREAS, the City of Adelanto (“City”) previously adopted Resolutions Nos. 95-38, 11-76, 14-02, 14-03, 17-28, and 20-51, which established salary schedules and benefits for the City’s Management Employees, as well as set other terms and conditions of employment for Management Employees; and

WHEREAS, the City wishes to clarify and confirm that Resolutions Nos. 95-38, 11-76, 14-02, 14-03, 17-28, and 20-51, have been superseded or rescinded and to adopt a new salary schedule and to establish revised benefits and other terms and conditions of employment for the City’s Management Employees; and

WHEREAS, the City’s current financial situation makes it untenable for the City to provide retiree medical benefits to Management Employees hired after July 1, 2004; and

WHEREAS, the City recognizes that there are former employees of the City who are eligible for and who currently receive retiree medical benefits under Resolutions Nos. 95-38, 11-76, 14-02, 14-03, 17-28, and 20-51, but that there may also be additional former employees who have not timely requested retiree medical benefits; and

WHEREAS, by the adoption of this Resolution, the City Council does not intend to impair any vested right a former employee has to retiree medical benefits under Resolutions Nos. 95-38, 11-76, 14-02, 14-03, 17-28, and 20-51.

NOW THEREFORE, the City Council of the City of Adelanto hereby resolves as follows:

Section 1. Rescission of Prior Resolutions. Resolutions Nos. 95-38, 11-76, 14-02, 14-03, 17-28, and 20-51 are hereby rescinded.

Section 2. Members of the Management Group. Classifications in the Management Group include:

- City Manager;
- City Clerk;
- Director of Finance; and
- Any listed/added positions that are listed under the Management Group in the approved FY2021-2022 salary schedule.

Section 3. Salaries. Salaries for the Management Employees and subsequent salary increases within the salary ranges listed in the approved salary schedule shall be determined in accordance with City Ordinance No. 310, Rule 21, Section 1. The salary ranges for Management Employees shall be set each year and approved with the annual City budget. The salary schedule for Management Employees for the 2021-2022 fiscal year is set forth in “Exhibit A”.

Section 4. Vacation, Sick and Administrative Leave Accrual. Management Employees shall accrue leave as follows:

- A. Vacation Leave. Management Employees shall accrue one hundred eighty hours (180) of vacation leave per year for years one (1) through five (5) of service, and two hundred forty (240) hours of vacation leave commencing with the sixth (6th) year of service, per year. Earned and unused vacation shall be carried over from year to year up to a maximum of six hundred (600) hours.

Management Employee shall not be permitted to cash out vacation leave for the period that this Resolution is in effect, except upon separation from City service.

- B. Sick Leave. Management Employees shall accrue sick leave of one hundred forty-six (146) hours per year. Earned and unused sick leave shall be carried over from year to year up to a maximum of nine hundred sixty (960) hours.

Management Employee shall not be permitted to cash out sick leave cash for the period that this Resolution is in effect.

- C. Administrative Leave. Management Employees shall receive sixty (60) hours of Administrative Leave on July 1st of each fiscal year. Earned and unused Administrative Leave shall be carried over from year to year up to a maximum of two hundred forty (240) hours. During Fiscal Year 2021-2022 (FY21/22), Management Employees may cash out up to a maximum of sixty (60) hours total at one hundred (100%) of the value. Administrative Leave may be taken for any reason and reported in any hourly increments.

Upon separation of employment from the City, Management Employees shall be entitled only to the cash value of the balance of their sixty (60) hours of Administrative Leave for the FY21/22.

- D. Other Non-vested and Non-accruing Leaves. Other non-vested and non-accruing leaves (e.g. bereavement, military, and jury duty) will continue to be provided in accordance with applicable City ordinances or policies.

Section 5. Holidays. For each of the City designated holidays listed below, Management Employees who are regularly scheduled to work shall receive their normal pay despite having the day off. Employees are prohibited from changing their regular work schedule to avoid having their day off fall on a holiday.

DESIGNATED HOLIDAYS

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Fourth of July
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve
- Christmas
- New Year's Eve
- (2) Floating Holidays

Section 6. Health and Welfare Benefits.

The City shall offer each fulltime, active Management Employees a monthly cafeteria allowance of one thousand one hundred dollars (\$1,100), which the employee may choose to allocate towards premiums for any of the following City-sponsored benefits:

- Medical insurance for the employee, the employee's spouse or registered domestic partner, and any eligible dependents;
- Dental insurance for the employee, the employee's spouse or registered domestic partner, and any eligible dependents;
- Vision insurance for the employee, the employee's spouse or registered domestic partner, and any eligible dependents;
- Term life insurance;
- Short-term disability insurance;
- Long-term disability insurance; and/or
- Accidental death and dismemberment insurance.

Management Employees may not take any portion of the monthly cafeteria allowance as cash, and any unused balance of the cafeteria allowance shall be forfeited. If a Management Employee's selected benefits exceed the City's monthly cafeteria allowance, the remaining premium balance(s) shall be paid by the individual employee through payroll deductions.

Section 7. Retirement.

The City participates in the California Public Employees' Retirement System ("CalPERS") and shall make the required employer contribution each year for qualified employees.

- A. Classic members shall pay through a payroll deduction a member contribution equal to seven percent (7%) of compensation earnable, as defined by Government Code section 20636. Classic members are those members who do not qualify as new members under Government Code section 7522.04, subdivision (f). The City's benefit formula for Classic members is 2% @ 60.
- B. New members, as defined by Government Code section 7522.04, subdivision (f), shall pay a member contribution equal to six and seventy-five hundredths percent (6.75%) employee contribution and seven and seventy-three hundredths percent (7.73%) employer contribution of the normal cost of the plan in accordance with Government Code section 7522.30, subdivision (a). The City's benefit formula for new members is 2% @ 62.

Section 8. Retiree Medical Benefits.

- A. Eligibility. Management Employees hired after July 1, 2004, shall not be eligible for retiree medical benefits. Management Employees hired on or before July 1, 2004, shall be eligible to receive lifetime medical benefits as set forth below if, as of the date of separation from employment with the City, the following requirements are met:
 - i. The Management Employee worked for the City for ten (10) or more years; and
 - ii. The Management Employee is at least fifty (50) years of age.

Former Management Employees eligible for retiree medical benefits under former Resolutions Nos. 95-38, 11-76, 14-02, 14-03, 17-28, and 20-51, shall continue to receive benefits as set forth below.

- B. Retiree Medical Benefits Cap. The City shall provide retiree medical benefits to current and future Management Employees eligible for retiree medical benefits under this Resolution, or former Resolutions Nos. 95-38, 11-76, 14-02, 14-03, 17-28, and 20-51, in the following form:

- i. Medical insurance coverage through a retiree medical plan currently available through the City that is equivalent to the lowest cost coverage plan that is offered now or in the future to fulltime City employees; or
- ii. If the eligible retiree receives the benefit in the form of a reimbursement, a maximum of four hundred dollars (\$400) per month towards the actual costs incurred by the eligible former or retired Management Employee for medical insurance premiums. The former or retired Management Employee is required to have and maintain active medical coverage with an actual premium cost incurred by the former or retired Management Employee in order to receive the benefit in the form of a reimbursement. If the eligible Management Employee does not meet that requirement, no reimbursement will be issued until the requirement is met. Management Employees shall be entitled to reimbursements for costs associated with premiums for medical insurance coverage for themselves only, and the City will not provide reimbursements for premium payments to the extent the corresponding coverage is for any person other than the eligible retiree. To receive the monthly reimbursement, eligible former Management Employees must submit valid proof of payment of medical insurance premiums in the form and manner determined by the City Manager. Eligible retirees may opt out of the retiree medical reimbursement benefit for a particular calendar year by providing the City written notice on or before December 31st of the preceding calendar year.

The form and manner in which retiree medical benefits are provided to eligible Management Employees shall be subject to future changes by the City, as the City may deem necessary or in the best interests of the City.

- C. Notification, Election & Waiver of Retiree Medical Insurance. On or about the date of separation from employment, the City shall notify any Management Employees eligible for retiree medical benefits under this Resolution of his/her right to retiree medical benefits and a general description of the benefit. Management Employees eligible for retiree medical benefits, shall have forty-five (45) calendar days to from their date of separation from the City to elect to receive retiree medical benefits. Eligible Management Employees who fail timely notify the City of their election to receive retiree medical benefits, shall have waived any right to retiree medical benefits under this Resolution.
- D. Waiver of Retiree Medical Benefits. As of the effective date of this Resolution, any former Management Employee who was eligible for retiree medical benefits upon separation from City employment, but who did not exercise the right at the time of separation, has waived a right to retiree medical benefits.
- E. Retirees Who Are Eligible for Medicare. Upon reaching the age of Medicare eligibility, the retiree must apply for Medicare. If the retiree is eligible for premium free Medicare Part A, the retiree must submit their annual Medicare statement to the City. The City shall continue to reimburse the retiree for the actual monthly premium cost incurred by the retiree for his/her medical insurance coverage, up to a max of three hundred dollars (\$300). For retirees who are ineligible for premium free Medicare Part A, the City shall continue to reimburse the retiree for the actual monthly premium cost incurred by the retiree for his/her medical insurance coverage, up to a max of three hundred dollars (\$300).

Section 9. Tuition Reimbursement. Management Employees are eligible for tuition reimbursement in an amount up to two thousand dollars (\$2,000.00) per fiscal year. Reimbursement will be made up to one hundred percent (100%) for tuition registration fees, textbook, costs, and laboratory fees. Course(s) must be taken at accredited colleges, universities, approved trade schools or with approved correspondence schools. Expenses for travel, meals and other incidental expenses are not reimbursable. Management Employees shall only be eligible to receive tuition reimbursement upon the completion the course(s) with a minimum final grade of “C” or its equivalent. No reimbursement will be made for incomplete courses.

Section 10. Longevity Pay. Longevity pay for Management Employees will be suspended for the fiscal year 2021-2022. Sustainability of this benefit shall be assessed each fiscal year and may continue to be discontinued at the discretion of the City Council.

Section 11. Conditions of Employment. Except as otherwise provided herein, the terms and conditions of employment of Management Employees shall be those prescribed in Ordinance No. 310.

Section 12. Termination of Employment. Management Employees serve at the will and pleasure of the City Manager. As “at-will” employees, Management Employees may be terminated at any time by the City Manager, with or without cause. Rule 15 of Ordinance No. 310 shall not apply to Management Employees.

Management Employees shall receive severance pay in an amount equal to three (3) months of the employee’s salary at the time of termination. At the City Manager’s discretion, severance pay shall be issued as a lump sum payment, or in accordance with the City’s regular pay periods. At the discretion of the City Manager, Management Employees may continue to receive benefits for up to three (3) months following their termination.

Management Employees terminated for cause shall not be entitled to any severance pay or continuation of benefits. If terminated for cause, Management Employees shall also not be entitled to cash out earned and unused Administrative Leave.

Section 14. Effective Date and Term. This Resolution shall take effect July 1, 2021, and shall remain in effect through June 30, 2022.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Adelanto this 14th day of July, 2021.



Gabriel Reyes, Mayor



Brenda Lopez, City Clerk

I, Brenda Lopez, City Clerk of the City of Adelanto, California, do hereby certify that the foregoing Resolution No. 21-32 was duly and regularly adopted at a regular meeting of the Council of the City of Adelanto on this 14th day of July, 2021, by the following vote, to wit:

AYES: Council Members Evans, Jones, Mayor Pro Tem Ramos, and Mayor Reyes

NOES: Council Member Jeannette

ABSENT: None

ABSTAIN: None

IN WITNESS THEREOF, I hereunto set my hand and affix the official seal of the City of Adelanto on the 14th day of July, 2021.



Brenda Lopez, City Clerk,

CITY OF ADELANTO

**Exhibit "A"
Salary Schedule**

Management Group	Low Range Annual	High Range Annual	Effective Date
City Manager (set by Council)	150,000	175,000	7/1/2021
City Clerk	110,960	124,881	7/1/2021
Director of Finance	147,677	184,597	7/1/2021
Accounting Supervisor	86,569	109,165	7/1/2021
Public Services/EOC Operations Coordinator	71,579	117,784	7/1/2021
Senior Management Analyst	71,579	117,784	7/1/2021

Confidential Group	Step A Annual	Step B Annual	Step C Annual	Step D Annual	Step E Annual	Effective Date	Step A Hourly	Step B Hourly	Step C Hourly	Step D Hourly	Step E Hourly
Accountant I	71,255	73,393	75,595	77,863	80,199	7/1/2021	34.2572	35.2851	36.3438	37.4341	38.5572
Accounting Technician II	63,104	64,997	66,947	68,955	71,024	7/1/2021	30.3385	31.2486	32.1861	33.1514	34.1462
Accounting Technician II/Payroll	63,104	64,997	66,947	68,955	71,024	7/1/2021	30.3385	31.2486	32.1861	33.1514	34.1462
Accounting Technician	57,487	59,212	60,988	62,818	64,703	7/1/2021	27.6380	28.4673	29.3212	30.2010	31.1072
Administrative Specialist	57,487	59,212	60,988	62,818	64,703	7/1/2021	27.6380	28.4673	29.3212	30.2010	31.1072
Community Safety Manager	92,582	95,359	98,220	101,166	104,201	7/1/2021	44.5106	45.8457	47.2212	48.6375	50.0966
Customer Service Supervisor	51,948	53,506	55,112	56,765	58,468	7/1/2021	24.9750	25.7240	26.4962	27.2909	28.1096
Deputy City Clerk/Admin Analyst	71,921	74,078	76,301	78,590	80,947	7/1/2021	34.5774	35.6144	36.6832	37.7837	38.9168
Development Services Facilitator	63,959	65,878	67,854	69,890	71,986	7/1/2021	30.7495	31.6721	32.6221	33.6010	34.6087
Executive Assistant	65,238	67,195	69,211	71,287	73,426	7/1/2021	31.3644	32.3053	33.2745	34.2726	35.3010
Finance Analyst	69,219	71,295	73,434	75,637	77,906	7/1/2021	33.2784	34.2764	35.3048	36.3639	37.4548
Finance Specialist-HR	67,862	69,897	71,994	74,154	76,379	7/1/2021	32.6260	33.6043	34.6125	35.6510	36.7207
Information Technology Supervisor	90,237	92,944	95,733	98,605	101,563	7/1/2021	43.3832	44.6846	46.0255	47.4063	48.8284
Information Technology Specialist	76,389	78,681	81,041	83,472	85,976	7/1/2021	36.7255	37.8274	38.9620	40.1308	41.3346
Information Systems Tech II	57,512	59,237	61,015	62,845	64,730	7/1/2021	27.6500	28.4793	29.3341	30.2139	31.1202
Office Assistant/Accounts Payable	34,086	35,108	36,162	37,246	38,364	7/1/2021	16.3875	16.8788	17.3856	17.9067	18.4442
Principal Accountant	91,413	94,155	96,980	99,889	102,886	7/1/2021	43.9486	45.2668	46.6250	48.0236	49.4644
Public Services Supervisor	61,859	63,714	65,626	67,595	69,623	7/1/2021	29.7399	30.6317	31.5510	32.4976	33.4726
Senior Accountant	78,965	81,334	83,774	86,287	88,876	7/1/2021	37.9639	39.1029	40.2760	41.4841	42.7288
Senior Administrative Assistant	61,908	63,765	65,678	67,649	69,678	7/1/2021	29.7635	30.6563	31.5760	32.5236	33.4990
Senior Administrative Specialist	63,959	65,878	67,854	69,890	71,986	7/1/2021	30.7495	31.6721	32.6221	33.6010	34.6087
Senior Human Resources/Risk Analyst	89,359	92,040	94,801	97,644	100,573	7/1/2021	42.9611	44.2500	45.5774	46.9442	48.3524
Utility Services Manager/Water Conservation Specialist	73,133	75,327	77,587	79,915	82,312	7/1/2021	35.1601	36.2149	37.3014	38.4207	39.5731

CITY OF ADELANTO

**Exhibit "A"
Salary Schedule**

Union Represented Group	Step A Annual	Step B Annual	Step C Annual	Step D Annual	Step E Annual	Effective Date	Step A Hourly	Step B Hourly	Step C Hourly	Step D Hourly	Step E Hourly
Account Clerk III	53,884	55,501	57,166	58,881	60,647	7/1/2021	25.9058	26.6832	27.4837	28.3082	29.1572
Account Clerk II	46,097	47,480	48,904	50,371	51,883	7/1/2021	22.1620	22.8269	23.5115	24.2168	24.9438
Account Clerk I	40,244	41,451	42,695	43,976	45,295	7/1/2021	19.3481	19.9284	20.5264	21.1423	21.7764
Administrative Assistant II	49,512	50,997	52,527	54,103	55,726	7/1/2021	23.8038	24.5178	25.2534	26.0111	26.7913
Administrative Assistant I	42,859	44,145	45,469	46,833	48,238	7/1/2021	20.6053	21.2236	21.8601	22.5159	23.1913
Community Safety Officer II	61,372	63,213	65,110	67,063	69,075	7/1/2021	29.5058	30.3909	31.3029	32.2418	33.2091
Community Safety Officer I	53,873	55,489	57,154	58,868	60,635	7/1/2021	25.9005	26.6774	27.4779	28.3019	29.1514
Customer Service Representative II	49,670	51,160	52,695	54,276	55,904	7/1/2021	23.8798	24.5962	25.3341	26.0942	26.8769
Customer Service Representative I	42,855	44,141	45,465	46,829	48,234	7/1/2021	20.6034	21.2216	21.8582	22.5139	23.1894
Building Inspector II	71,041	73,172	75,367	77,628	79,957	7/1/2021	34.1543	35.1788	36.2341	37.3212	38.4409
Building Inspector I	61,229	63,066	64,958	66,907	68,914	7/1/2021	29.4370	30.3202	31.2298	32.1668	33.1317
Counter Service Technician	53,091	54,684	56,324	58,014	59,754	7/1/2021	25.5245	26.2904	27.0788	27.8913	28.7279
Groundskeeper	39,514	40,699	41,920	43,178	44,473	7/1/2021	18.9971	19.5668	20.1538	20.7587	21.3813
LLMD Groundskeeper	53,335	54,935	56,583	58,281	60,029	7/1/2021	25.6418	26.4111	27.2034	28.0197	28.8601
Maintenance Worker - Lead	57,973	59,712	61,504	63,349	65,249	7/1/2021	27.8716	28.7077	29.5692	30.4563	31.3697
Maintenance Worker III	53,678	55,288	56,947	58,655	60,415	7/1/2021	25.8067	26.5808	27.3784	28.1995	29.0457
Maintenance Worker II	46,303	47,692	49,123	50,597	52,114	7/1/2021	22.2611	22.9288	23.6168	24.3255	25.0548
Maintenance Worker I	40,392	41,604	42,852	44,137	45,462	7/1/2021	19.4192	20.0019	20.6019	21.2197	21.8567
Mechanic - Lead	61,248	63,085	64,978	66,927	68,935	7/1/2021	29.4462	30.3293	31.2394	32.1764	33.1418

Unrepresented Group	Step A Hourly	Step B Hourly	Step C Hourly	Step D Hourly	Step E Hourly	Effective Date
Provisional Account Clerk	18.42	18.97	19.54	20.13	20.72	7/1/2021
Provisional Accounting Technician	25.24	26.00	26.77	27.57	28.40	7/1/2021
Provisional Administrative Assistant	18.42	18.97	19.54	20.13	20.72	7/1/2021
Provisional Code Enforcement	15.45	15.91	16.39	16.88	17.39	7/1/2021
Provisional Community Safety Officer	22.62	23.30	24.00	24.72	25.46	7/1/2021
Provisional Customer Service Representative	19.61	20.20	20.81	21.43	22.07	7/1/2021
Provisional Groundskeeper	15.45	15.91	16.39	16.88	17.39	7/1/2021
Provisional Maintenance Worker	15.45	15.91	16.39	16.88	17.39	7/1/2021
Provisional Office Assistant	15.91	16.39	16.88	17.39	17.91	7/1/2021

Note:

The hourly rate for each position and step shall be determined by dividing the annual rate by 2,080 and rounding to the fourth decimal place.