

## RESOLUTION NO. 20-51

### 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") desires to adopt a salary schedule and benefits for the City's Management Employees and to establish certain other terms and conditions of employment for Management Employees; and

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

Section 1. Salaries. Salaries for the Management Employees and subsequent salary step increases within salary ranges shall be determined in accordance with the performance-based merit system established in 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 as shown in salary schedule "Exhibit A".

Section 2. Vacation. Sick and Administrative Leave Accrual. Management Employees shall accrue leave as follows:

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 (6<sup>th</sup>) 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.

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.

Administrative Leave. Management Employees shall receive sixty (60) hours of Administrative Leave on July 1<sup>st</sup> 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 2020-2021 (FY20/21), 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 increment.

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 FY20/21.

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 3. 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 in order 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 4. Health and Welfare Benefits

The City shall offer each active Management Employees a monthly cafeteria allowance of nine hundred dollars (\$900), 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 up to fifty thousand dollars (\$50,000);
- 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.

The City shall offer the cafeteria allowance to employees during a leave of absence for a work-related disability for up to, but no more than, twelve (12) months, unless otherwise required by law.

Section 5.     Retirement.

The City participates in the CalPERS Retirement Plan, and shall make the required employer contribution each year for qualified employees.

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.

New members, as defined by Government Code section 7522.04, subdivision (f), shall pay a member contribution equal to fifty percent (50%) 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 6.     Lifetime Medical Benefit. Management Employees shall receive lifetime medical benefits in accordance with City Resolution 95-38 and any subsequent related resolutions.

Section 7.     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 8.     Longevity Pay. Management Employees with at least seven (7) or twelve (12) years of continuous employment with the City as of July 1, 2020 shall, in each pay period, receive the following premium above their base rate of pay:

7 Years – 2%

12 Years – 4%

Management Employees who reach either of these thresholds after July 1, 2020 are not eligible for the corresponding premium. Sustainability of this benefit shall be assessed on each fiscal year and may be discontinued at the discretion of the City Council.

Section 9.     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 10.    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.

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.

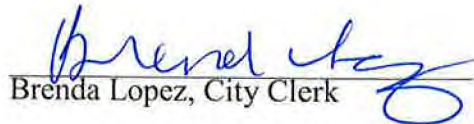
Section 11. Dispute Resolution. Any dispute which arises in enforcing the provisions of this Resolution, may be resolved by non-binding arbitration at the request of either party, conducted through the San Bernardino County Office of the Judicial Arbitration and Mediation Service ("JAMS"), or other mediation service agreed to by both parties, by a mutually agreeable arbitrator/mediator, and each party paying fifty percent (50%) of the costs.

Section 12. Effective Date and Term. This Resolution shall take effect July 1, 2020, and remain in effect through June 30, 2021, with an option to re-open annually.

**PASSED, APPROVED AND ADOPTED** by the City Council of the City of Adelanto  
this 12th day of August, 2020.

A handwritten signature in black ink, appearing to read 'Gabriel Reyes', written over a horizontal line.

Gabriel Reyes,  
Mayor of the City of Adelanto

A handwritten signature in blue ink, appearing to read 'Brenda Lopez', written over a horizontal line.

Brenda Lopez, City Clerk

I, Brenda Lopez, City Clerk of the City of Adelanto, California, do hereby certify that the foregoing Resolution No. 20-51 was duly and regularly adopted at a regular meeting of the Council of the City of Adelanto on this 12th day of August, 2020, by the following vote, to wit:

AYES: Council Members Camargo, Jeannette, Mayor Pro Tem Hernandez, and Mayor Reyes

NOES: Council Member Evans

ABSENT: None

ABSTAIN: None

IN WITNESS THEREOF, I hereunto set my hand and affix the official seal of the City of Adelanto on the 12th day of August, 2020.

  
Brenda Lopez, City Clerk,

<b>Management Group</b>	<b>Low Range Annual</b>	<b>High Range Annual</b>	<b>Effective Date</b>	<b>Low Range Annual</b>	<b>High Range Annual</b>
City Manager (set by Council)	150,000	175,000	7/1/2020	72.1154	84.1346
City Clerk	105,616	118,866	7/1/2020	50.7769	57.1471
Director of Finance	143,376	179,220	7/1/2020	68.9308	86.1635
Accounting Supervisor	84,048	105,985	7/1/2020	40.4077	50.9543
Public Services/EOC Operations Coordinator	69,494	114,353	7/1/2020	33.4106	54.9774
Senior Management Analyst	69,494	114,353	7/1/2020	33.4106	54.9774

<b>Confidential Group</b>	<b>Step A Annual</b>	<b>Step B Annual</b>	<b>Step C Annual</b>	<b>Step D Annual</b>	<b>Step E Annual</b>	<b>Effective Date</b>	<b>Step A Annual</b>	<b>Step B Annual</b>	<b>Step C Annual</b>	<b>Step D Annual</b>	<b>Step E Annual</b>
Accountant I	69,180	71,255	73,393	75,595	77,863	7/1/2020	33.2596	34.2572	35.2851	36.3438	37.4341
Accounting Technician II	61,266	63,104	64,997	66,947	68,955	7/1/2020	29.4548	30.3385	31.2486	32.1861	33.1514
Accounting Technician	55,813	57,487	59,212	60,988	62,818	7/1/2020	26.8332	27.6380	28.4673	29.3212	30.2010
Administrative Specialist	55,813	57,487	59,212	60,988	62,818	7/1/2020	26.8332	27.6380	28.4673	29.3212	30.2010
Community Safety Manager	89,885	92,582	95,358	98,220	101,166	7/1/2020	43.2139	44.5106	45.8452	47.2212	48.6375
Customer Service Supervisor	50,435	51,948	53,506	55,112	56,765	7/1/2020	24.2476	24.9750	25.7240	26.4962	27.2909
Deputy City Clerk/Admin Analyst	69,826	71,921	74,079	76,300	78,590	7/1/2020	33.5702	34.5774	35.6149	36.6827	37.7837
Development Services Facilitator	62,096	63,959	65,878	67,854	69,890	7/1/2020	29.8538	30.7495	31.6721	32.6221	33.6010
Executive Assistant	62,096	63,959	65,878	67,854	69,890	7/1/2020	29.8538	30.7495	31.6721	32.6221	33.6010
Finance Analyst	65,885	67,862	69,898	71,995	74,155	7/1/2020	31.6755	32.6260	33.6048	34.6130	35.6514
Finance Specialist-HR	65,885	67,862	69,898	71,995	74,155	7/1/2020	31.6755	32.6260	33.6048	34.6130	35.6514
Information Technology Supervisor	87,609	90,236	92,943	95,732	98,604	7/1/2020	42.1197	43.3827	44.6841	46.0250	47.4058
Information Technology Specialist	74,164	76,389	78,681	81,041	83,472	7/1/2020	35.6558	36.7255	37.8274	38.9620	40.1308
Information Systems Tech II	55,837	57,512	59,237	61,014	62,844	7/1/2020	26.8447	27.6500	28.4793	29.3337	30.2135
Public Services Supervisor	60,057	61,859	63,715	65,625	67,595	7/1/2020	28.8736	29.7399	30.6322	31.5505	32.4976
Senior Administrative Assistant	60,105	61,908	63,765	65,678	67,648	7/1/2020	28.8966	29.7635	30.6563	31.5760	32.5231
Senior Administrative Specialist	62,096	63,959	65,878	67,854	69,890	7/1/2020	29.8538	30.7495	31.6721	32.6221	33.6010
Senior Human Resources/Risk Analyst	74,098	79,413	85,037	91,093	97,644	7/1/2020	35.6240	38.1793	40.8832	43.7947	46.9442
Utility Services Manager/Water Conservation Specialist	71,003	73,133	75,327	77,587	79,915	7/1/2019	34.1361	35.1601	36.2149	37.3014	38.4207

<b>Union Represented Group</b>	<b>Step A Annual</b>	<b>Step B Annual</b>	<b>Step C Annual</b>	<b>Step D Annual</b>	<b>Step E Annual</b>	<b>Effective Date</b>	<b>Step A Annual</b>	<b>Step B Annual</b>	<b>Step C Annual</b>	<b>Step D Annual</b>	<b>Step E Annual</b>
Account Clerk III	52,315	53,884	55,501	57,166	58,881	7/1/2020	25.1514	25.9058	26.6832	27.4837	28.3082
Account Clerk II	44,754	46,097	47,479	48,903	50,371	7/1/2020	21.5163	22.1620	22.8264	23.5111	24.2168
Account Clerk I	39,072	40,244	41,451	42,696	43,976	7/1/2020	18.7846	19.3481	19.9284	20.5269	21.1423
Administrative Assistant II	48,070	49,512	50,997	52,527	54,103	7/1/2020	23.1106	23.8038	24.5178	25.2534	26.0111
Administrative Assistant I	41,611	42,859	44,145	45,469	46,833	7/1/2020	20.0053	20.6053	21.2236	21.8601	22.5159



<b>Confidential Group</b>	<b>Step A Annual</b>	<b>Step B Annual</b>	<b>Step C Annual</b>	<b>Step D Annual</b>	<b>Step E Annual</b>	<b>Effective Date</b>		<b>Step A Annual</b>	<b>Step B Annual</b>	<b>Step C Annual</b>	<b>Step D Annual</b>	<b>Step E Annual</b>
Community Safety Officer II	59,583	61,372	63,212	65,108	67,062	7/1/2020		28.6457	29.5058	30.3904	31.3019	32.2413
Community Safety Officer I	52,304	53,873	55,489	57,155	58,869	7/1/2020		25.1462	25.9005	26.6774	27.4784	28.3024
Customer Service Representative II	48,223	49,670	51,159	52,694	54,275	7/1/2020		23.1841	23.8798	24.5957	25.3337	26.0938
Customer Service Representative I	41,607	42,855	44,141	45,465	46,829	7/1/2020		20.0034	20.6034	21.2216	21.8582	22.5139
Building Inspector II	68,972	71,041	73,172	75,367	77,629	7/1/2020		33.1596	34.1543	35.1788	36.2341	37.3216
Building Inspector I	59,445	61,229	63,066	64,958	66,907	7/1/2020		28.5793	29.4370	30.3202	31.2298	32.1668
Counter Service Technician	51,545	53,091	54,685	56,325	58,015	7/1/2020		24.7813	25.5245	26.2909	27.0793	27.8918
Groundskeeper	38,363	39,514	40,699	41,921	43,179	7/1/2020		18.4438	18.9971	19.5668	20.1543	20.7591
LLMD Groundskeeper	51,782	53,335	54,936	56,584	58,282	7/1/2020		24.8952	25.6418	26.4115	27.2038	28.0202
Maintenance Worker - Lead	53,110	54,703	56,345	58,035	59,776	7/1/2020		25.5337	26.2995	27.0889	27.9014	28.7385
Maintenance Worker III	52,115	53,678	55,289	56,948	58,656	7/1/2020		25.0553	25.8067	26.5813	27.3788	28.2000
Maintenance Worker II	44,954	46,303	47,692	49,123	50,597	7/1/2020		21.6125	22.2611	22.9288	23.6168	24.3255
Maintenance Worker I	39,216	40,392	41,604	42,852	44,138	7/1/2020		18.8538	19.4192	20.0019	20.6019	21.2202
Mechanic - Lead	59,464	61,248	63,085	64,978	66,927	7/1/2020		28.5885	29.4462	30.3293	31.2394	32.1764
<b>Unrepresented Group</b>	<b>Step A Hourly</b>	<b>Step B Hourly</b>	<b>Step C Hourly</b>	<b>Step D Hourly</b>	<b>Step E Hourly</b>	<b>Effective Date</b>						
Provisional Account Clerk	18.42	18.97	19.54	20.13	20.72	7/1/2020						
Provisional Accounting Technician	25.24	26.00	26.77	27.57	28.40	7/1/2020						
Provisional Administrative Assistant	18.42	18.97	19.54	20.13	20.72	7/1/2020						
Provisional Code Enforcement	15.45	15.91	16.39	16.88	17.39	7/1/2020						
Provisional Community Safety Officer	22.62	23.30	24.00	24.72	25.46	7/1/2020						
Provisional Customer Service Representative	19.61	20.20	20.81	21.43	22.07	7/1/2020						
Provisional Groundskeeper	15.45	15.91	16.39	16.88	17.39	7/1/2020						
Provisional Maintenance Worker	15.45	15.91	16.39	16.88	17.39	7/1/2020						
Provisional Office Assistant	15.91	16.39	16.88	17.39	17.91	7/1/2020						
<b>Total Full Time Equivalents (FTEs)</b>												