RESOLUTION NO. 2016-57

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING COMPENSATION AND BENEFITS FOR WEST COVINA DEPARTMENT HEADS

WHEREAS, the City of West Covina has met and conferred with representatives for the Department Heads;

WHEREAS, the City of West Covina and the Department Heads have agreed upon certain changes to the benefits and terms and conditions of employment in an agreed upon as outlined in this resolution.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. Term: Two (2) Year Agreement from July 1, 2015 through June 30, 2017.

SECTION 2. Previous Agreement: All provisions from the previous agreement shall rollover, other than the items outlined below, or are superseded by State law.

SECTION 3. Cost of Living Adjustment: Department Heads, except the Police Chief, will receive a two percent (2%) Cost of Living Adjustment (COLA) effective July 1, 2015.

SECTION 4. Salary Range Adjustments: Salary Ranges for all Department Heads will be adjusted as outlined in Exhibit “A”. Department Heads that have not received a merit increase in the 12 months prior to the date of the adoption of this Resolution will be afforded a merit increase, at the City Manager’s discretion.

SECTION 5. Uniform Allowance (Public Safety): The Police Chief and Fire Chief to receive an annual uniform allowance of $1,000, payable in January of each year. A onetime payment of $500 will be made for calendar year 2015.

SECTION 6. Annual Administrative Leave: Department Heads currently receive one hundred (100) hours of administrative leave with an additional 25% available based on their annual accrued vacation rate. Effective January 1, 2017, Department Heads will receive a maximum one hundred-forty (140) hours of Administrative Leave, thus eliminating the optional additional 25% based on annual accrued vacation rate.

SECTION 7. State Disability: Department Heads have the option to sign up for State Disability at no cost to the City. Department Heads will be responsible for the full cost of the premiums.
SECTION 8. Work Schedule: Department Heads agree to work a forty (40) hour work week, with the days and hours (i.e. 5-8, 9-80, 4-10), as assigned by the City Manager.

SECTION 9. Retiree Health Benefit (Public Safety): As of June 30, 2016, any newly hired Police Chief or Fire Chief, will no longer receive retiree medical benefit above the Public Employees' Medical and Hospital Care Act (PEMCHA) minimum, as established by the State, which is afforded to other City employees.

Those public safety employees, hired prior to June 30, 2016, and continuously employed by the City, that previously earned this benefit as a member of another West Covina Public Safety Bargaining Group, are eligible to maintain this benefit.

SECTION 10. Retiree Health Savings (RHS) Plan: As of July 1, 2015, the City will contribute $250/month into an RHS plan for all Department Heads (Miscellaneous and Public Safety).

SECTION 11. Supplemental Retirement Plan (Miscellaneous Department Heads): Any employee appointed as a Department Head after January 1, 2013, will no longer receive a Supplemental Retirement Benefit.

Those City employees appointed a Miscellaneous Department Head between January 1, 2013 and June 30, 2015, will receive $250/month contribution into a RHS plan from the date of appointment to June 30, 2015, for the elimination of this benefit.

SECTION 12. Long Term Disability: Long Term Disability to Increase from $5,000 a month to $10,000 a month, effective the month after this Resolution is adopted.

SECTION 13. Medical Expenses Cap: Department Heads agree to cap their monthly medical benefit, at the same cap rate that is provided to all four public safety bargaining units. The cap will not be implemented any sooner than January 1, 2017, and will be equal to the highest cap provided to any of the four public safety groups.

SECTION 14. That the Mayor is authorized to sign and the City Clerk shall certify to the adoption of this resolution and thereafter the same shall be in full force and effect.
PASSED, APPROVED AND ADOPTED on this 21st day of June, 2016.

James Toma  
Mayor

APPROVED AS TO FORM:

Kimberly Hall Barlow  
City Attorney

ATTEST:

Nickolas S. Lewis  
City Clerk

I, HEREBY CERTIFY that the foregoing resolution was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof on the 21st day of June, 2016, by the following vote of City Council:

AYES: Johnson, Warshaw, Toma  
NOES: None  
ABSENT: Spence, Wu  
ABSTAIN: None

Nickolas S. Lewis  
City Clerk
# Department Head Salary Ranges

<table>
<thead>
<tr>
<th>Position</th>
<th>Monthly Salary Range</th>
<th>Monthly Salary Range (2% COLA)</th>
<th>Monthly Salary Ranges</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>June 30, 2015</td>
<td>July 1, 2015</td>
<td>July 1, 2016</td>
</tr>
<tr>
<td>Assistant City Manager (1)</td>
<td>$11,052 to $14,917</td>
<td>$11,273 to $15,215</td>
<td>$11,273 to $15,215</td>
</tr>
<tr>
<td>Assistant City Clerk</td>
<td>$6,960 to $9,395</td>
<td>$7,099 to $9,583</td>
<td>$7,332 to $9,898</td>
</tr>
<tr>
<td>Community Services Director</td>
<td>$8,452 to $11,411</td>
<td>$8,621 to $11,639</td>
<td>$9,415 to $12,710</td>
</tr>
<tr>
<td>Deputy City Manager</td>
<td>$7,553 to $10,200</td>
<td>$7,704 to $10,404</td>
<td>$8,140 to $10,989</td>
</tr>
<tr>
<td>Finance Director</td>
<td>$9,221 to $12,449</td>
<td>$9,405 to $12,698</td>
<td>$10,770 to $14,540</td>
</tr>
<tr>
<td>Fire Chief</td>
<td>$11,596 to $14,611</td>
<td>$11,828 to $14,903</td>
<td>$12,641 to $17,066</td>
</tr>
<tr>
<td>Human Resources Director</td>
<td>$8,253 to $11,143</td>
<td>$8,418 to $11,366</td>
<td>$9,160 to $12,366</td>
</tr>
<tr>
<td>Planning Director</td>
<td>$7,705 to $10,402</td>
<td>$7,859 to $10,610</td>
<td>$9,024 to $12,183</td>
</tr>
<tr>
<td>Police Chief (2)</td>
<td>$13,544 to $17,066</td>
<td>$13,544 to $17,066</td>
<td>$13,544 to $17,066</td>
</tr>
<tr>
<td>Public Works Director (1)</td>
<td>$10,802 to $14,583</td>
<td>$11,018 to $14,875</td>
<td>$11,018 to $14,875</td>
</tr>
</tbody>
</table>

**Notes:**
(1) Salary Range Adjusted in 2015. Being adjusted by COLA only.
(2) Salary Range Adjusted in 2015. No additional COLA.