

**CITY OF DANA POINT**  
**AGENDA REPORT**

|                     |              |
|---------------------|--------------|
| <b>Reviewed By:</b> |              |
| DH                  | <u>  x  </u> |
| CM                  | <u>  x  </u> |
| CA                  | <u>    </u>  |

**DATE:** SEPTMBER 24, 2003

**TO:** HONORABLE MAYOR AND CITY COUNCIL

**FROM:** DOUGLAS C. CHOTKEVYS, CITY MANAGER

**SUBJECT:** 2003 SALARY RANGES FOR REPRESENTED AND NON-REPRESENTED EMPLOYEE CLASSIFICATIONS

**RECOMMENDED ACTION:**

That the City Council adopt:

1. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DANA POINT ESTABLISHING SALARY RANGES FOR REPRESENTED AND NON-REPRESENTED CLASSIFICATIONS; and
2. Authorize merit increase and funding limits consistent with prior years: Represented employees with 0-5% merit increases and a 3.5% funding limit as indicated in the Memorandum of Understanding (MOU); Non-represented employees with 0-7% merit increases and a 4.5% funding limit.

**DISCUSSION:**

Salary ranges for represented and non-represented classifications were last adjusted on 11/12/02, retroactive to 09/01/02. Represented classifications include non-exempt positions that are represented by the Dana Point Employee's Association (DPEA). Non-represented classifications include the City's exempt positions. Adjustments were based upon Orange County cities survey data provided by the League of California Cities, Orange County Division and, where available, private survey data provided by The Employers Group.

This year's salary range surveys were conducted for represented and non-represented classifications as set forth in the DPEA MOU and prior City Council policy. The survey information is provided annually by the League of California Cities, Orange County Division for comparable positions in Orange County cities. Private survey data previously provided by the League via a private consultant is not available this year. Revised salary ranges have been prepared based upon the average salary levels for comparable positions in Orange County cities as reported in the League survey data.

There is no cost to the salary range adjustments, as this action only establishes the minimum and maximum amounts of compensation. Each individual's placement within the salary range is dependent upon performance as determined by an annual performance evaluation. It is recommended that non-represented employees be eligible for a 0-7% merit increase with a 4.5% funding cap in the merit pool distribution, which is consistent with last year's authorized limits. Per the MOU, represented employees are eligible for a 0-5% merit increase with a 3.5% cap in the merit pool distribution. The MOU requires that merit increases for represented employees be retroactive to September 1, 2003, and it is recommended that merit increases for non-represented employees be made retroactive to September 1, 2003, as well.

Survey comparison results are summarized as follows:

Represented Classifications

Salary ranges for 11 of the City's 16 represented classifications are below the current market average, ranging from 0.7% - 12.2% below the market average. The remaining five classifications are at or slightly above the average market range and, therefore, do not call for an adjustment. The MOU provides that in no event shall the salary range adjustment for a represented classification exceed 5 percent, and that limitation is reflected in the proposed range adjustments.

Non-represented Classifications

Five of the classifications do not call for range adjustments, and the remaining 13 classifications range between 0.9% - 6.9% below the current market average.

In addition, during the recent Budget process, the City Council approved two new classifications: Parks Supervisor and Recreation Coordinator, and the salary ranges for these classifications are included in the attached Resolution.

**FISCAL IMPACT:**

1. Parks Supervisor and Recreation Coordinator: The expenditures for the two new classifications were previously approved by the City Council during the budget process. With this action, the salary ranges will simply be added to the City's official listing of position titles and salary ranges. As the ranges were already included in the prior budget process, no additional fiscal impact is anticipated.
2. Although there is no direct fiscal impact in adjusting salary ranges, the subsequent possible Merit Increases are estimated at approximately \$44,350 at the funding maximum. Merit increase funding is already built in to each department's budget in the approved FY04 budget. Any minor adjustments that are unbudgeted can typically be funded from the City's Reserve for Service Enhancements account.

**ALTERNATIVE ACTIONS:**

As determined by Council.

**ACTION DOCUMENTS:**

**PAGE NO.**

- A. [Resolution Establishing Salary Ranges for Represented and Non-Represented Classifications](#)

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**SUPPORTING DOCUMENTS:**

- B. [Summary of Existing Salary Ranges vs. Proposed Salary Ranges](#)
- C. [Compensation Recap Summary Spreadsheets for Represented and Non-Represented Position](#)

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**ACTION DOCUMENT A**

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY OF DANA POINT,  
CALIFORNIA, ESTABLISHING SALARY RANGES FOR  
REPRESENTED AND NON-REPRESENTED CLASSIFICATIONS**

WHEREAS, pursuant to the City’s Personnel Ordinance, the City Manager has the authority to hire, set salaries, and adopt personnel policies; and

WHEREAS, the City Council desires to establish salary ranges as recommended by the City Manager,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DANA POINT DOES RESOLVE AS FOLLOWS:

Section 1. This Resolution rescinds all former salary and compensation resolutions and is the official salary plan for the City’s Represented and Non-Represented employee classifications.

Section 2. The following salary ranges are assigned to the listed classes of employment, and shall retroactively apply as of September 1, 2003.

| <b><u>Represented Classifications</u></b> | <b><u>Salary Range</u></b> |
|---|----------------------------|
| Accounting Technician                     | \$2978 - \$3871            |
| Administrative Secretary                  | \$2802 - \$3642            |
| Administrative Aide                       | \$2802 - \$3642            |
| Civil Engineering Assistant               | \$3696 - \$4804            |
| Code Enforcement Officer                  | \$3480 - \$4522            |
| Customer Service and Records Specialist   | \$2802 - \$3642            |
| Parks Supervisor                          | \$3480 - \$4522            |
| Recreation Coordinator                    | \$2802 - \$3642            |
| Recreation Supervisor                     | \$3042 - \$3956            |
| Secretary                                 | \$2521 - \$3278            |
| Account Clerk                             | \$14.32 - \$18.61          |
| Administrative Intern                     | \$ 8.99 - \$11.70          |
| Clerk Typist                              | \$12.06 - \$15.69          |
| Recreation Leader                         | \$ 7.73 - \$10.05          |
| Secretary                                 | \$14.54 - \$18.91          |
| Senior Program Coordinator                | \$ 8.99 – \$11.70          |
| Staff Aide                                | \$ 8.99 - \$11.70          |

| <b><u>Non-Represented Classifications</u></b> | <b><u>Salary Range</u></b> |
|---|----------------------------|
| Accounting/Data Processing Manager            | \$6696 - \$8705            |
| Assistant City Clerk                          | \$4018 - \$5223            |
| Deputy City Engineer                          | \$6935 - \$9021            |
| Director of Administrative Services           | \$8620 - \$10,500          |
| Director of Community Development             | \$8620 - \$11,000          |

|   |                   |
|---|-------------------|
| Director of Public Affairs/City Clerk           | \$6500 - \$8000   |
| Director of Public Works & Engineering Services | \$8620 - \$10,500 |
| Emergency Services Coordinator                  | \$4460 - \$5797   |
| Executive Secretary                             | \$3641 - \$4735   |
| Management Analyst                              | \$4460 - \$5797   |
| Parks Manager                                   | \$4460 - \$5797   |
| Permit Coordinator                              | \$4243 - \$5515   |
| Public Works Administrative Manager             | \$4460 - \$5797   |
| Recreation Manager                              | \$5486 - \$7132   |
| Senior Civil Engineer                           | \$5833 - \$7583   |
| Senior Planner                                  | \$4992 - \$6488   |
| Street Manager/Public Works Inspector           | \$5486 - \$7132   |

PASSED, APPROVED, AND ADOPTED this 24<sup>th</sup> day of September, 2003.

\_\_\_\_\_  
WILLIAM L. OSSENMACHER, MAYOR

ATTEST:

\_\_\_\_\_  
CATHY CATLETT, INTERIM CITY CLERK

STATE OF CALIFORNIA    )  
COUNTY OF ORANGE     )        ss  
CITY OF DANA POINT     )

I, Cathy Catlett, Interim City Clerk of the City of Dana Point, do hereby certify that the foregoing is a true and correct copy of Resolution No. \_\_\_\_\_ adopted by the City Council of the City of Dana Point, California, at a regular meeting thereof held on the 24th day of September , 2003, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
CATHY CATLETT  
INTERIM CITY CLERK

## SUPPORTING DOCUMENT B

**EXISTING SALARY RANGES AND  
PROPOSED SALARY RANGES**

| <b><u>CLASSIFICATION</u></b>                  | <b><u>Existing<br/>Range</u></b> | <b><u>Proposed<br/>Range</u></b> |
|---|----------------------------------|----------------------------------|
| <b><u>Represented Classifications</u></b>     |                                  |                                  |
| Accounting Technician                         | \$2836 - \$3687                  | \$2978 - \$3871                  |
| Administrative Secretary                      | \$2802 - \$3642                  | \$2802 - \$3642                  |
| Administrative Aide                           | \$2802 - \$3642                  | \$2802 - \$3642                  |
| Civil Engineering Assistant                   | \$3649 - \$4743                  | \$3696 - \$4804                  |
| Code Enforcement Officer                      | \$3379 - \$4393                  | \$3480 - \$4522                  |
| Customer Service and Records Specialist       | \$2802 - \$3642                  | \$2802 - \$3642                  |
| Parks Supervisor                              | \$3379 - \$4393                  | \$3480 - \$4522                  |
| Recreation Coordinator                        | \$2802 - \$3642                  | \$2802 - \$3642                  |
| Recreation Supervisor                         | \$3021 - \$3927                  | \$3042 - \$3956                  |
| Secretary                                     | \$2521 - \$3278                  | \$2521 - \$3278                  |
| Account Clerk                                 | \$13.64 - \$17.72                | \$14.32 - \$18.61                |
| Administrative Intern                         | \$8.58 - \$11.16                 | \$ 8.99 - \$11.70                |
| Clerk Typist                                  | \$11.49 - \$14.94                | \$12.06 - \$15.69                |
| Recreation Leader                             | \$7.36 - \$9.57                  | \$ 7.73 - \$10.05                |
| Secretary                                     | \$14.54 - \$18.91                | \$14.54 - \$18.91                |
| Senior Program Coordinator                    | \$8.84 - \$11.50                 | \$ 8.99 - \$11.70                |
| Staff Aide                                    | \$8.84 - \$11.50                 | \$ 8.99 - \$11.70                |
| <b><u>Non-Represented Classifications</u></b> |                                  |                                  |
| Accounting/Data Processing Manager            | \$6597 - \$8576                  | \$6696 - \$8705                  |
| Assistant City Clerk                          | \$4018 - \$5223                  | \$4018 - \$5223                  |
| Deputy City Engineer                          | \$6935 - \$9021                  | \$6935 - \$9021                  |
| Director of Administrative Services           | \$7587 - \$9864                  | \$8620 - \$10,500                |
| Director of Community Development             | \$7414 - \$9637                  | \$8620 - \$11,000                |
| Director of Public Affairs/City Clerk         | \$6500 - \$8000                  | \$6500 - \$8000                  |
| Director of Public Works & Engineering Svcs.  | \$7787 - \$10,124                | \$8620 - \$10,500                |
| Emergency Services Coordinator                | \$4198 - \$5458                  | \$4460 - \$5797                  |
| Executive Secretary                           | \$3406 - \$4428                  | \$3641 - \$4735                  |
| Management Analyst                            | \$4420 - \$5746                  | \$4460 - \$5797                  |
| Parks Manager                                 | \$4420 - \$5746                  | \$4460 - \$5797                  |
| Permit Coordinator                            | \$4127 - \$5365                  | \$4243 - \$5515                  |
| Public Works Administrative Manager           | \$4420 - \$5746                  | \$4460 - \$5797                  |
| Recreation Manager                            | \$5486 - \$7132                  | \$5486 - \$7132                  |
| Senior Civil Engineer                         | \$5758 - \$7486                  | \$5833 - \$7583                  |
| Senior Planner                                | \$4856 - \$6312                  | \$4992 - \$6488                  |
| Street Manager/Public Works Inspector         | \$5486 - \$7132                  | \$5486 - \$7132                  |

SUPPORTING DOCUMENT C

COMPENSATION RECAP – Represented Positions

| Position                             | # of Employees | Public Average Salary | Current Dana Point Salary | % Difference | \$ Difference | Proposed Adjustment |
|--------------------------------------|----------------|-----------------------|---------------------------|--------------|---------------|---------------------|
| <b>Full-time Positions</b>           |                |                       |                           |              |               |                     |
| Accounting Technician                | 1              | 4017                  | 3687                      | 9.0 %        | \$330         | 5%                  |
| Administrative Aide                  | 1              | 3639                  | 3642                      | + .08        | + 3           | 0                   |
| Administrative Secretary             | 3              | 3639                  | 3642                      | + .08        | + 3           | 0                   |
| Civil Engineering Asst.              | Vacant         | 4804                  | 4743                      | 1.3          | 61            | 1.3%                |
| Code Enforcement Offcr               | 2              | 4522                  | 4393                      | 3.0          | 129           | 3%                  |
| Cust.Svc. & Records Spclst. (1)      | 1              | 3639                  | 3642                      | + .08        | + 3           | 0                   |
| Parks Supervisor (2)                 | Vacant         | 4522                  | 4393                      | 3.0          | 129           | 3%                  |
| Recreation Coordinator (1)           | Vacant         | 3639                  | 3642                      | + .08        | + 3           | 0                   |
| Recreation Supervisor                | 1              | 3956                  | 3927                      | 0.7          | 29            | 0.7%                |
| Secretary                            | 2              | 3275                  | 3278                      | + .09        | + 3           | 0                   |
| <b>Part-time Positions</b>           |                |                       |                           |              |               |                     |
| Account Clerk                        | 1              | 19.31                 | 17.72                     | 9.0          | 1.59          | 5%                  |
| Administrative Intern                | Vacant         | 11.70                 | 11.16                     | 4.8          | .54           | 4.8%                |
| Clerk Typist (on-call)               | Vacant         | 16.77                 | 14.94                     | 12.2         | 1.83          | 5%                  |
| Recreation Leader                    | 4              | 10.41                 | 9.57                      | 8.8          | .84           | 5%                  |
| Secretary (1 reg., 1 on-call)        | 2              | 18.89                 | 18.91                     | + .09        | + .02         | 0                   |
| Senior Program Coord. (3)            | 1              | 11.70                 | 11.50                     | 1.7          | .20           | 1.7%                |
| Staff Aide(3)                        | 1              | 11.70                 | 11.50                     | 1.7          | .20           | 1.7%                |
| (1) salary = Admin.Secty/Admin. Aide |                |                       |                           |              |               |                     |
| (2) salary = Code Enf. Off.          |                |                       |                           |              |               |                     |
| (3) salary = Admin. Intern           |                |                       |                           |              |               |                     |

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## COMPENSATION RECAP – Non-Represented Positions

| Position                       | # of Employees | Public Average Salary | Current Dana Point Salary | % Difference | \$ Difference | Proposed Adjustment |
|--------------------------------|----------------|-----------------------|---------------------------|--------------|---------------|---------------------|
| Acctg/Data Proc.Mgr.           | 1              | 8705                  | 8576                      | 1.5%         | 129           | 1.5%                |
| Assistant City Clerk           | .75            | 4652                  | 5223                      | + 12.3%      | + 571         | 0                   |
| Deputy City Engineer           | Vacant         | 8995                  | 9021                      | + 0.3%       | + 26          | 0                   |
| Dir. of Admin. Services        | 1              | 10,241                | 9864                      | 3.8%         | 377           | 6.4%                |
| Dir. of Community Dev.         | 1              | 9841                  | 9637                      | 2.1%         | 204           | 14.1%               |
| Dir. Public Affairs/City Clerk | 1              | 7280                  | 8000                      | + 9.9%       | + 720         | 0                   |
| Dir. of PW/Eng. Svcs.          | 1              | 10,291                | 10,124                    | 1.7%         | 167           | 3.7%                |
| Emergency Svcs. Coord. (1)     | 1              | 5797                  | 5458                      | 6.2%         | 339           | 6.2%                |
| Executive Secretary            | 1              | 4735                  | 4428                      | 6.9%         | 307           | 6.9%                |
| Management Analyst             | 2              | 5797                  | 5746                      | 0.9%         | 51            | 0.9%                |
| Parks Manager                  | 1              | 5797                  | 5746                      | 0.9%         | 51            | 0.9%                |
| Permit Coordinator (2)         | 1              | 5515                  | 5365                      | 2.8%         | 150           | 2.8%                |
| Personnel Analyst              | .75            | 5797                  | 5746                      | 0.9%         | 51            | 0.9%                |
| PW Admin. Manager              | 1              | 5797                  | 5746                      | 0.9%         | 51            | 0.9%                |
| Recreation Manager             | 1              | 7078                  | 7132                      | + 0.8%       | + 54          | 0                   |
| Senior Civil Engineer          | Vacant         | 7583                  | 7486                      | 1.3%         | 97            | 1.3%                |
| Senior Planner                 | 1              | 6488                  | 6312                      | 2.8%         | 176           | 2.8%                |
| Street Mgr./PW Inspector       | 1              | 6325                  | 7132                      | + 12.7%      | + 807         | 0                   |
| (1) salary = Mgmt. Analyst     |                |                       |                           |              |               |                     |
| (2) salary = Sr. Planner -15%  |                |                       |                           |              |               |                     |

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