



**STAFF REPORT**  
**9/8/2021**

**TO:** Honorable Mayor and City Council Members

**FROM:** Dr. Gabriel Martin, City Manager

**SUBJECT:** Resolution No. 2021-57 Approving Amendments to the City of Coachella Management Employee Compensation Plan

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**STAFF RECOMMENDATION:**

Staff recommends that the City Council approve Resolution No. 2021-57 approving amendments to the City of Coachella Management Employee Compensation Plan.

**BACKGROUND:**

On March 14, 2007, the City Council adopted Resolution No. 2007-11 approving the establishment of a comprehensive policy covering the compensation, benefits and employment status of specified “at will” management employees, referred to as the Management Employee Compensation Plan. The Plan was last amended by Council on July 31, 2019. The recommended amendments reflect position changes in the employee group since that time and corrections to benefit language to reflect the City’s current policies.

Listed below are the recommended changes:

1. Add the positions of Director of Economic Development, Assistant Community Development Director, and Public Information Officer. Council approved these positions in FY 20/21.
2. Salaries – Appendix A reflects a 3.5% COLA effective July 1, 2021 and Appendix B reflects a 3.5% COLA effective July 1, 2022.
3. Retirement language updated to reflect City’s contribution towards retiree medical premiums.
4. Notification of Sickness. Language updated to reflect existing law under SB 579.
5. Holidays. June 19, Juneteenth, added to the paid holiday schedule.
6. Longevity Pay. New language. City Management employees shall be eligible for longevity pay above the base rate of pay, as indicated below, based on total hours of completed continuous\* service with the City. Longevity pay shall be paid on all paid hours up to an employee’s standard hours and shall not be considered when determining the appropriate rate of pay for a promotion or demotion. Longevity payments will be effective July 1, 2022.

TOTAL COMPLETED SERVICE	COMPENSATION
31,200 Continuous Service Hours (15 years)	2%

\*For purposes of this section, continuous service hours includes periods of service from the initial date of hire through an employee's severance with the City in specific instances when the City initiates lay-off actions for economic reasons and the employee was subsequently re-hired. Additionally, part-time service hours are excluded from the calculation of continuous service hours.

**ALTERNATIVES:**

1. Approve the recommended amendments to the Management Employee Compensation Plan.
2. Direct staff to revise amendments in the Plan.
3. Do not approve staff's recommendation.

**FISCAL IMPACT:**

The total fiscal impact to all funds for FY 21/22 is \$47,590; of which \$40,791 is already allocated for in the current budget. Council to appropriate \$6,799 from the applicable funds.

Attachments:

Resolution No. 2021-57

Proposed Management Employee Compensation Plan Agreement