



Central Marin Police Authority
Staff Report

TO: Police Council

FROM: Michael A. Norton, Chief of Police

DATE: May 4, 2017

RE: ADOPTION OF RESOLUTION NO. 2017/08 ASSIGNING A SALARY RANGE TO EACH FULL-TIME POSITION OF THE CENTRAL MARIN POLICE AUTHORITY

ACTION REQUESTED

That Council adopts resolution No. 2017/08 to assign a salary range to each full time position of the Central Marin Police Authority.

SUMMARY AND BACKGROUND

The California Public Employees' Retirement System (CalPERS) requires the reporting of salary ranges with minimum and maximum rates for all employees enrolled in the CalPERS retirement system. New salary ranges were established with the adoption of Central Marin Police Authority Resolutions Nos. 2015/06, 2015/07, 2017/05, and an Employment Agreement for the Administrative Assistant to the Chief of Police.

Pursuant to the current Central Marin Police Authority Memorandum of Understanding and Central Marin Police Authority Resolutions No. 2015/06, the salary range will change for the positions of Police Sergeant, Police Corporal, and Police Officer effective the first full pay period in July 2017. For each position, the top step of the salary range will increase 3.75% with the employee being required to pay an additional 1.0% towards the employers cost of PERS, for a combined employee and employer contribution of 12.0%.

Pursuant to the current Central Marin Police Authority Memorandum of Understanding and Central Marin Police Authority Resolutions No. 2015/06, the salary range will change for the positions of Police Records Specialist and Property Technician effective the first full pay period in July 2017. For each position, the top step of the salary range will increase 2.0%. Those two positions already pay 11.5% towards the employers cost of PERS, which is the maximum allowable employee contribution.

Pursuant to the current Central Marin Police Authority Memorandum of Understanding and Central Marin Police Authority Resolutions No. 2015/07, the salary range will change for the positions of Police Captain and Police Lieutenant effective the first full pay period in July 2017.



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For each position, the top step of the salary range will increase 3.75% with the employee being required to pay an additional 1.0% towards the employers cost of PERS, for a combined employee and employer contribution of 12.0%.

Pursuant to an employment agreement and Resolution 2017/05, the salary range will change for the position of Chief of Police effective the first full pay period in July 2017. For this position, the top step of the salary range will increase 1.0% with the employee being required to pay an additional 1.0% towards the employers cost of PERS, for a combined employee and employer contribution of 12.0%.

Pursuant to an Employment Agreement, the salary range will change for the position of Administrative Assistant to the Chief of Police effective the first full pay period in July 2017. For this position, the top step of the salary range will increase 3.0%. This position already pays 11.5% towards the employers cost of PERS, which is the maximum allowable employee contribution.

The below listed salary range is effective the first full pay period in July 2017:

<u>POSITION</u>	<u>MONTHLY SALARY RANGE</u>		
Police Chief	\$13,166	to	\$15,887
Police Captain	\$9,946	to	\$13,149
Police Lieutenant	\$8,457	to	\$11,559
Police Sergeant	\$7,208	to	\$9,302
Police Corporal	\$6,185	to	\$8,125
Police Officer	\$5,452	to	\$7,738
Police Officer Trainee	\$5,224	to	\$5,224
Chief's Administrative Assistant	\$4,170	to	\$6,072
Police Records Specialist	\$4,053	to	\$5,330
Property Technician	\$3,403	to	\$5,192
Property Technician/Records Clerk	\$3,120	to	\$3,467
Police Secretary	\$5,449	to	\$5,503

FISCAL IMPACT

There will be an increase in costs by adoption of this resolution. These increased costs were previously approved in resolution Nos. 2015/06, 2015/07, 2017/05, and an Employment Agreement for the Administrative Assistant to the Chief of Police, and are contractual obligations of the Authority. They are included in the Authority's adopted budget.



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The costs include an increase in top step salary of 3.75% for the positions of Police Captain, Police Lieutenant, Police Sergeant, Police Corporal, and Police Officer, with reduction of 1.0% of the employer's cost of PERS.

The costs include an increase in top step salary of 2.0% for the positions of Police Records Specialist and Property Technician.

The costs include an increase in top step salary of 1.0% for the position of Chief of Police, with reduction of 1.0% of the employer's cost of PERS.

The costs include an increase in top step salary of 3.0% for the position of Administrative Assistant to the Chief of Police.

RECOMMENDATION

It is recommended for the Council to authorize the Management Committee to assign the above listed salary ranges to each position.

Respectfully Submitted,

Michael A. Norton
Chief of Police

Attachments:

1. Resolution No. 2015/06
2. Resolution No. 2015/07
3. Resolution No. 2017/05
4. Employment Agreement for the Administrative Assistant to the Chief of Police
5. Resolution No. 2017/08

**CENTRAL MARIN POLICE AUTHORITY
RESOLUTION NO. 2015/06**

**A RESOLUTION OF THE CENTRAL MARIN POLICE COUNCIL OF THE CENTRAL
MARIN POLICE AUTHORITY AUTHORIZING THE MANAGEMENT COMMITTEE
TO ENTER INTO A MEMORANDUM OF UNDERSTANDING BETWEEN THE
AUTHORITY AND THE CENTRAL MARIN POLICE OFFICERS' ASSOCIATION
FOR THE PERIOD OF FEBRUARY 1, 2015 THROUGH JUNE 30, 2018**


WHEREAS, the Management Committee and the Central Marin Police Officers' Association have reached an agreement regarding a Memorandum of Understanding effective February 1, 2015 to June 30, 2018; and

WHEREAS, the parties hereby agree that all terms within the Memorandum of Understanding shall continue to full force and effect unless modified by mutual agreement of both parties; and

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the Central Marin Police Council hereby authorizes the Management Committee to enter into an agreement with the Central Marin Police Officers' Association to the Memorandum of Understanding in accordance with the terms set forth.

IT IS HEREBY CERTIFIED, that the forgoing resolution was duly introduced and adopted at a public meeting of the Central Marin Police Council of the Central Marin Police Authority held on the 23rd day of April 2015 by the following vote, to wit:

AYES: COUNCILMEMBERS: *McInerney, Wright, Ravasio, Condon, Morrison, Chu*
NOES: COUNCILMEMBERS: *None*
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:
ATTEST:



Zaneta Feleo, Authority Clerk
Central Marin Police Authority



Tom McInerney, Council Chair
Central Marin Police Authority

RESOLUTION NO. 2015/07

**A RESOLUTION OF THE CENTRAL MARIN POLICE COUNCIL
AUTHORIZING THE MANAGEMENT COMMITTEE TO EXECUTE AN EMPLOYMENT
AGREEMENT WITH MANAGEMENT UNIT**

WHEREAS, the Police Council annually adopts a budget that authorizes the Management Committee to employ managers and mid-managers in the Authority;

WHEREAS, managers and mid-managers are unrepresented employees that serve in their management positions by assignment of the Police Chief and approval by the CMPA Management Committee;

WHEREAS, the Police Council and Management Committee desire to establish salaries and benefits for managers and mid-managers;

WHEREAS, the administration of salaries and benefits by the Authority for the Management Unit has historically been in a manner and fashion consistent with the administration of salaries and benefits for members of the Central Marin Police Officers' Association, as is contemplated in Exhibit B;

WHEREAS, it has been and remains the practice of the Authority to provide special compensation (as defined in the California Public Employees Law) in the same manner as is described in the Central Marin Police Officers' Association Memorandum of Understanding, such as educational incentive pay, to members of the Management Unit, unless said special compensation is unique to the working conditions of the Police Officers' Association, such as holiday pay, or the Police Council has adopted language for the Management Unit about a specific form of special compensation;

WHEREAS, the Police Council recognizes that to attract highly qualified, experienced managers, the Management Committee may, at the time of hire, find it necessary to offer a package of salary and benefits that includes elements, such as initial leave balances, that would otherwise only accrue to the employee over a defined period of service with the Authority;

WHEREAS, the attached 'Exhibit A' enumerates the job classifications whose incumbents shall be considered members of the "Police Management Unit"; and

WHEREAS, the attached 'Exhibit B' provides an outline of salaries and benefits for the Management Unit.

NOW, THEREFORE, BE IT RESOLVED that the Police Council of the Central Marin Police Authority adopts Resolution 2015/07, defining a Police Management Unit as

enumerated in Exhibit A and establishing salaries and benefits for members of the unit as outlined in Exhibit B.

BE IT FURTHER RESOLVED that the Police Council authorizes the Management Committee to implement the provisions of Exhibit B with the discretion afforded therein and consistent with the budget adopted annually by the Police Council.

BE IT FURTHER RESOLVED that the Police Council authorizes the Management Committee, at the time of recruitment for a management position authorized by the budget, to offer a competitive package of salary and benefits.

AYES: COUNCILMEMBERS: *McInerney, Wright, Ravasio, Condon, Morrison, Chu*
NOES: COUNCILMEMBERS: *None*
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

ATTEST:

Zaneta Feleo

Zaneta Feleo, Authority Clerk
Central Marin Police Authority

Tom McInerney

Tom McInerney, Council Chair
Central Marin Police Authority

RESOLUTION NO. 2017/05

**A RESOLUTION OF THE CENTRAL MARIN POLICE COUNCIL
AUTHORIZING THE MANAGEMENT COMMITTEE TO EXECUTE AN EMPLOYMENT
AGREEMENT WITH ADMINISTRATION STAFF**

WHEREAS, Michael Norton is the Interim Chief of Police of the Central Marin Police Authority; and

WHEREAS, the Management Committee has determined that Michael Norton should become the full-time Chief of Police; and

WHEREAS, the Chief of Police should have an employment agreement; and

WHEREAS, the attached Exhibit A is a draft employment agreement between the Management Committee and Chief Michael Norton that reflects the proposed terms and conditions of employment for Chief Norton; and

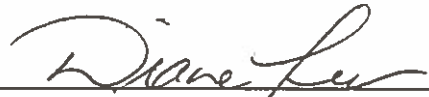
NOW, THEREFORE, BE IT RESOLVED that the Police Council of the Central Marin Police Authority adopts Resolution 2017/05, at its regular meeting, February 2, 2017, authorizing execution of an agreement of the form of the attached Exhibit A.

AYES: COUNCILMEMBERS: *FURST, CANDON, MORRISON, CHU, McINERNEY, WRIGHT*
NOES: COUNCILMEMBERS: *NONE*
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

ATTEST:



Zaneta Feleo, Authority Clerk
Central Marin Police Authority



Diane Furst, Council Chair
Central Marin Police Authority

April 14, 2017

Zaneta Feleo
250 Doherty Dr
Larkspur, CA 94939

RE: Employment with the Central Marin Police Authority

Dear Ms. Feleo:

The Central Marin Police Authority employs the Administrative Assistant to the Chief, and the Administrative Assistant hereby accepts employment as an Administrative Assistant commencing on May 1, 2014. Your acceptance of employment with the Central Marin Police Authority (Authority) will be as an Administrative Assistant to the Chief of Police, an unrepresented, at-will position. The yearly salary for the Administrative Assistant to the Chief of Police shall be \$68,022.00. This salary is based on full-time employment at 40 hours per week. Your work week shall be defined as Monday through Thursday from 0600 hours to 1600 hours, unless otherwise agreed to by me or my designee.

The benefits for the Administrative Assistant to the Chief of Police are as follows:

- Salary
 - Effective the first full pay period in July 2017, you shall receive a 3.0% salary increase.
 - Effective April 14, 2015 and you shall receive an additional \$250.00 per month compensation as long as you are assigned to perform bilingual communications.
 - Effective July 1, 2015 you shall receive 5% education pay.
 - Annual \$500 uniform pay incentive.
- PERS Retirement
 - Formula

- 2.5% @ 55
 - Single Highest Year
 - 1959 Survivors Benefit
 - Unused Sick Leave Credit
- Employee Contribution
 - Effective January 1, 2013, you shall contribute 7.5%
 - Effective the first full pay period in January 2014 you shall contribute 11.5%.
 - All contributions shall be made in accordance with IRSC 414(h)(2).
- Severance Agreement
 - Twelve weeks of salary including any and all regularly occurring benefits shall be granted to you if you are terminated, laid off, or asked to resign by the Central Marin Police Authority.
- Deferred Compensation – The Authority shall provide a matching contribution of up to 1.0% of your compensation.
- Retiree Medical – Shall be provided with the and subject to the same provisions for retiree medical in the MOU between the Authority and the CMPOA.

The following benefits shall conform to the provisions for Miscellaneous Employees (non-sworn) found in the Memorandum of Understanding between the Authority and the Police Officers Association.

- Hospital, Medical, Dental Care, Life Insurance
 - Medical – Shall be provided through a flexible benefit account. The Authority contributions shall be controlled by the MOU between the Authority and the CMPOA.
 - Dental Care - shall be provided for you and your dependents.
 - Term Life Insurance - shall be provided in the amount of \$25,000.
- Leaves
 - Sick Leave
 - Funeral Leave
 - Jury Duty
 - Leave of Absence Without Pay
 - Catastrophic Injuries/illness Time Bank
 - Vacation Leave
- Holidays – The Authority recognizes thirteen (13) holidays.
 - New Year's Day
 - Martin Luther King, Jr. Birthday
 - Lincoln's Birthday
 - Washington's Birthday
 - Memorial Day
 - Independence Day
 - Admissions Day
 - Labor Day

- Columbus Day
- Veterans Day
- Thanksgiving Day
- The Day after Thanksgiving Day
- Christmas Day

Sincerely,

Michael A. Norton
Chief of Police

Please indicate your acceptance of employment and terms and conditions of employment with the Central Marin Police Authority below

Zaneta Feleo

Date: _____

**CENTRAL MARIN POLICE AUTHORITY
RESOLUTION NO. 2017/08**

**A RESOLUTION OF THE CENTRAL MARIN POLICE COUNCIL ESTABLISHING
AUTHORIZED POSITIONS AND ASSIGNING A SALARY RANGE TO EACH
POSITION FOR FISCAL YEAR 2017/2018**

BE IT RESOLVED by the Central Marin Police Authority Council that effective the first full pay period of July 2017, the following positions and salary ranges are hereby effective:

<u>POSITION</u>	<u>MONTHLY SALARY RANGE</u>		
Police Chief	\$13,166	to	\$15,887
Police Captain	\$9,946	to	\$13,149
Police Lieutenant	\$8,457	to	\$11,559
Police Sergeant	\$7,208	to	\$9,302
Police Corporal	\$6,185	to	\$8,125
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Chief's Administrative Assistant	\$4,170	to	\$6,072
Police Records Specialist	\$4,053	to	\$5,330
Property Technician	\$3,403	to	\$5,192
Property Technician/Records Clerk	\$3,120	to	\$3,467
Police Secretary	\$5,449	to	\$5,503

IT IS HEREBY CERTIFIED, that the foregoing resolution was duly adopted by the Central Marin Police Council at a special meeting held on the 4th day of May 2017, by the following vote, to wit:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

ATTEST:

Zaneta Feleo, Authority Clerk
Central Marin Police Authority

Ann Morrison, Council Chair
Central Marin Police Authority