

**RESOLUTION NO. 2024-09-XXXX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SIGNAL HILL, CALIFORNIA, AMENDING RESOLUTION NO.  
2024-06-6817, APPROVING AND ADOPTING SALARIES AND  
BENEFITS FOR MANAGEMENT PERSONNEL**

**WHEREAS**, the City Council of the City of Signal Hill does hereby resolve:

**Section 1. Salaries for Management Personnel.** The following schedule of pay ranges is hereby established for all full-time management positions in the City of Signal Hill effective July 1, 2024.

<b><u>POSITION</u></b>	<b><u>YEARLY PAY RANGE</u></b>
CITY MANAGER	\$275,000.00
CHIEF OF POLICE	\$198,475.23 - \$260,416.57
DEPUTY CITY MANAGER	\$191,214.51 - \$250,890.05
PUBLIC WORKS DIRECTOR/CITY ENGINEER	\$177,172.39 - \$232,465.52
ADMINISTRATIVE SERVICES OFFICER/FINANCE DIRECTOR	\$172,366.33 - \$226,159.51
COMMUNITY DEVELOPMENT DIRECTOR	\$169,576.85 - \$222,499.59
POLICE CAPTAIN	\$163,602.90 - \$208,803.46
PARKS, RECREATION, & LIBRARY SERVICES DIRECTOR	\$155,878.39 - \$204,526.02
POLICE LIEUTENANT	\$142,572.24 - \$181,962.34
DEPUTY ADMINISTRATIVE OFFICER/FINANCE DIRECTOR	\$134,579.19 - \$171,760.85
DEPUTY DIRECTOR PUBLIC WORKS	\$133,951.73 - \$170,959.98
DEPUTY DIRECTOR OF PARKS, RECREATION, & LIBRARY SERVICES	\$127,477.50 - \$162,697.13
CONTRACTS MANAGER	\$125,593.60 - \$160,292.74
HUMAN RESOURCES MANAGER	\$125,545.34 - \$160,231.21
PLANNING MANAGER	\$123,818.80 - \$158,027.67
PUBLIC WORKS SUPERINTENDENT	\$113,598.48 - \$144,983.60
ECONOMIC DEVELOPMENT MANAGER	\$112,499.74 - \$143,581.41
ASSISTANT TO THE CITY MANAGER/ ECONOMIC DEVELOPMENT MANAGER	\$112,499.74 - \$143,581.41
COMMUNITY SERVICES MANAGER	\$109,884.62 - \$140,243.67
BUILDING OFFICIAL	\$107,152.10 - \$136,756.30
ACCOUNTING MANAGER	\$105,811.92 - \$135,045.84
ASSISTANT TO THE CITY MANAGER/DEPUTY CITY CLERK	\$100,757.99 - \$128,595.52
ASSISTANT CITY CLERK	\$100,757.99 - \$128,595.52
POLICE ADMINISTRATIVE SUPPORT SERVICES MANAGER	\$100,615.78 - \$128,414.06
SENIOR MANAGEMENT ANALYST	\$ 92,066.30 - \$117,502.46
MANAGEMENT ANALYST	\$ 80,651.90 - \$102,934.55

The employees appointed to the foregoing positions are deemed to be "management employees" as that term is used herein and as provided in the City's personnel system.

**Section 2. Level of Compensation – Department Heads.** The level of compensation of department head personnel shall be determined on a merit basis within the established City-wide pay schedule. Said employees shall initially be placed, at time of appointment by the City Council, at a level of compensation associated with a step within the applicable ranges as herein established.

The City Manager shall evaluate the Deputy City Manager, Chief of Police, Public Works Director, Community Development Director, Administrative Services Officer/Finance Director, and Parks, Recreation & Library Services Director on an annual basis. The City Manager shall have the discretion to increase the employee's compensation, as merited by his/her performance and demonstrated ability, within the step system. Any increase in compensation granted shall be subject to the following limitations:

- a) No increase granted may exceed the maximum of the duly established range.
- b) Any merit increase or any reduction in compensation in the listed positions shall require the advance approval of the City Council.

The establishment of pay ranges with the ability to advance through such ranges shall not constitute an entitlement to such advancement. Advancement is at the will of the City Council. In addition, nothing in this resolution shall alter the status of Department Heads as at will employees serving at the pleasure of the City Council, as provided in Chapter 2.84 of the Signal Hill Municipal Code.

**Section 3. Level of Compensation – Managers.** The level of compensation of managers shall be determined on a salary step basis. The classifications of Accounting Manager, Assistant City Clerk, Assistant to City Manager/Deputy City Clerk, Assistant to the City Manager/Economic Development Manager, Building Official, Community Services Manager, Contracts Manager, Deputy Administrative Officer/Finance Director, Deputy Director Public Works, Deputy Director of Parks, Recreation, and Library Services, Economic Development Manager, Human Resources Manager, Management Analyst, Planning Manager, Police Administrative Support Services Manager, Police Captain, Police Lieutenant, Public Works Superintendent, and Senior Management Analyst shall be evaluated on an annual basis by the respective department head. Salary step advancement is established for these classifications in accordance with Section 2.80.220 of the Signal Hill Municipal Code. Salary steps are shown on the established City-wide salary schedule.

**Section 4. Fringe Benefits Applicable to all Management Personnel.** All management employees, are entitled to and shall enjoy the following fringe benefits as described in the Memorandum of Understanding between the City of Signal Hill and the Signal Hill Employees' Association, effective July 1, 2024, to June 30, 2027, and successor Memoranda of Understanding, which are made a part hereof by reference:

1. Holidays, Except Section C thereof

2. Vacation
3. Sick Leave, Except Section D, No. 3 thereof:
  - A. Any employee who retires with five (5) or more years as a Department Head and/or Manager or has a total of fifteen (15) or more years of full-time service with the City shall be able to convert to service credit either 100% of their accumulated unused sick leave days, but not, in any event, more than 100% of the 960 hours maximum accumulation to retirement service credit or they shall be able to convert 50% of their accumulated unused sick leave days to service credit and receive a cash payout for the remaining 50%, but not, in any event, more than 50% of the 960 hours maximum accumulation. The unused sick leave shall be reported to CalPERS per Government Code Section 20965.
  - B. Any employee who retires with less than five (5) years as a Department Head and/or Manager or has less than fifteen (15) years of full-time service with the City, shall be able to convert to service credit either 50% of their accumulated unused sick leave days, but not, in any event, more than 50% of the 960 hours maximum accumulation to retirement service credit or they shall be able to convert 25% of their accumulated unused sick leave days to service credit and receive a cash payout for another 25% of their accumulated unused sick leave days, but not, in any event, more than 25% of the 960 hours maximum accumulation. The unused sick leave shall be reported to CalPERS per Government Code Section 20965.
4. Bereavement Leave
5. Hours of Work
6. Attendance
7. Temporary Disability Leave
8. Temporary Military Leave
9. Leave of Absence Without Pay
10. Family and Medical Leave
11. Health Insurance
12. Vision Insurance
13. Dental Insurance (excluding the Chief of Police, Police Captain, and Lieutenants)
14. Tuition Reimbursement
15. Time Off for Examinations
16. Medical and/or Physical Examinations
17. Disability Insurance
18. Jury Duty (maximum of 80 paid hours annually)

19. Flexible Benefits
20. Military Service Credited as Public Service

In addition to those fringe benefits outlined in Section 4, all management employees are entitled to and shall be provided with life insurance in an amount equal to three (3) times each management employee's annual salary, to a maximum of \$300,000, with the premium paid for by the City. City Council members shall be provided with life insurance in the amount of \$15,000, with the premium paid for by the City.

**Section 5. Executive Leave.** In recognition of the substantial time devoted by management personnel to the performance of their duties after or before normal working hours, all management personnel shall be entitled to a maximum of sixty-three (63) hours Executive Leave in addition to, or in conjunction with, any other leave, holiday, or vacation periods to which they are entitled during the calendar year. Such leave may be utilized at the discretion of the appropriate Department Head with the approval of the City Manager. Further, such leave shall not be cumulative, but shall be utilized during each calendar year, and no employee shall be entitled to compensation for such leave upon termination of employment or retirement.

**Section 6. Matching Deferred Compensation Plan – Department Heads.** All Department Heads are entitled to, and shall enjoy, a matching deferred compensation plan. The City shall match one dollar for every two dollars contributed by a Department Head to the City's deferred compensation plan, (i.e. a 1:2 ratio). The maximum annual amount the City shall contribute will not exceed four percent (4%) of a Department Head's annual salary.

**Section 7. Matching Deferred Compensation Plan – Managers.** All Managers are entitled to, and shall enjoy, a matching deferred compensation plan. The City shall match one dollar for every two dollars contributed by a Manager to the City's deferred compensation plan, (i.e. a 1:2 ratio). The maximum annual amount the City shall contribute will not exceed three percent (3%) of a Manager's annual salary.

**Section 8. Absences of Less Than One Day.** No management employee shall have his/her salary reduced in any manner for absences of less than one (1) day when he/she does not have sufficient accrued time to cover the absence. The difference between the employee's accrued time and his/her daily work period shall be adjusted by means of a "negative leave balance" whereby future leave accruals are advanced to the employee to cover the absence.

**Section 9. Fringe Benefits Applicable to Public Safety Management Personnel.** In addition to those fringe benefits outlined above, public safety management personnel are entitled to, and shall enjoy, the following fringe benefits as described in the current Memorandum of Understanding between the City of Signal Hill and the Signal Hill Police Officers' Association, effective July 1, 2024, to June 30, 2027, and successor Memoranda of Understanding, which are made a part hereof by reference:

1. Industrial Leave
2. Retirement Plan (No Employer Cost Share)
3. Dental Insurance Pool
4. POST Pay
5. OPEB Contribution
6. Uniform Allowance, applicable for the Chief of Police and Management Personnel at the annual rate designated for Police Officer provided the employee wears the uniform daily; one half of the annual rate is provided if the employee does not wear the uniform daily.
7. Longevity Pay, applicable for the Police Lieutenant only.

**Section 10. Fringe Benefits Applicable to Non-Public Safety Management Personnel.** In addition to those fringe benefits outlined above, all non-public safety management personnel are entitled to, and enjoy the following fringe benefits as described in the Memorandum of Understanding between the Signal Hill Employees' Association, effective July 1, 2024, to June 30, 2027, and successor Memoranda of Understanding, which are made a part hereof by reference:

1. Industrial Leave
2. Retirement Plan

**Section 11. Use of City Vehicles.** The following management personnel shall be entitled to the use of a vehicle provided by the City, including gasoline, insurance, and maintenance of said vehicle:

1. Chief of Police

The Chief of Police may use his/her City vehicle for private use.

Because of their on-call status, the following management personnel shall be entitled to the use of a City vehicle if the City Manager determines that it is in the best interest of the City to do so:

1. Police Captain
2. Deputy Director – Public Works

**Section 12. Automobile Allowance.** All Department Heads who are not entitled to the use of a vehicle provided by the City shall receive an automobile allowance of \$300 per month.

**Section 13. Physical Well-Being.** The City agrees to make available to each Department Head, by means of reimbursement, up to \$500 per fiscal year for use by the employee for one or more of the following purposes:

1. Membership in a health club or fitness center.
2. Other formal wellness programs provided by professionals (smoking cessation, weight control, nutrition, or similar programs).

3. Reimbursement for employee medical expenses (deductibles or co-payments) not covered by the employee's health, dental or vision insurance.

The City agrees to make available to each Manager, by means of reimbursement, up to \$250 per fiscal year for use by the employee for one or more of the above-mentioned reasons.

Reimbursement to the employee for his/her expenditure for one or more of the above purposes shall be accomplished by submitting applicable receipts and a request for reimbursement to Personnel.

If a Manager, who has already received his/her \$250 reimbursement for the year, is promoted to a Department Head position, the employee shall be eligible to receive up to an additional \$250, for a total of up to \$500 for the fiscal year.

**Section 14. Bonus Program.** The bonus program for Department Heads and Managers allows for monetary awards up to a maximum of \$1,000 per individual per fiscal year in recognition of exemplary performance. Department Heads and Managers who have been at the top step of their salary range for at least 12 months shall be eligible for the bonus program. Any monies awarded will not be applied toward the employee's CalPERS reportable wages.

Categories of exemplary performance that may be considered for this program include, but are not limited to, exceptional customer relations; cost saving innovation or idea; completion of a difficult or complex assignment; and excellent work performance on an on-going basis.

Concurrent with the annual Department Head evaluations, the City Manager shall identify which, if any, Department Heads or Managers should be considered for the bonus program. Department Heads and Managers may nominate themselves or one another for the award by preparing a memo to the City Manager describing their justifications.

The City Manager shall make such recommendations to the City Council, who shall have the final authority to grant the bonus program awards. The amount of the actual awards may be based on a combination of factors, including City Manager and City Council review and the availability of funds.

**Section 15. Management Incentive Pay.** In recognition of the unique nature of the City's management positions and associated job responsibilities, Management Incentive Pay may be provided annually as a percentage of base pay, not to exceed a maximum of 25% in any fiscal year. Management Incentive Pay is intended to provide added compensation for the performance of significant additional duties and/or the acceptance of significant additional responsibilities performed during normal work hours.

Department Heads and Managers are responsible for coordinating the services provided

by their department and are held accountable for responding to the distinctive needs of the community, irrespective of time and place.

The amount of Management Incentive Pay for Department Heads will be determined at the discretion of the City Council and at the recommendation of the City Manager in the following tiered categories: a low tier of 1% - 10%, an intermediate tier of 10% - 17.5%, and an upper tier of 17.5% - 25%. Placement within these tiers will be dependent on the level and diversity of the employee's job functions, regardless of hours worked, and other unique and relevant circumstances associated with the position.

The amount of Management Incentive Pay for Management Employees who are not Department Heads will be determined at the discretion of the City Manager in the following tiered categories: a low tier of 1% - 10%, an intermediate tier of 10% - 17.5%, and an upper tier of 17.5% - 25%. Placement within these tiers will be dependent on the level and diversity of the individual's job functions, regardless of hours worked, and other unique and relevant circumstances associated with the position.

Management Incentive Pay is available to overtime exempt employees included in the pay and benefits plan. Management Incentive Pay shall not be for overtime, nor in lieu of other benefits excluded under the California Public Employees Retirement Law statutes, not for special compensation not otherwise listed in Title 2 CCR, Section 571. To the extent permitted by law, this pay is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571 (a)(1) Incentive Pay - Management Incentive. Such pay may be reduced or removed without cause, notice or hearing.

**Section 16. Overtime Compensation Under A Declared Disaster.** Upon formal declaration of a declared disaster or state of emergency, overtime-exempt employees may be made eligible for overtime compensation if the City Manager certifies that the employee has worked well in excess of that compensated for by Administrative Leave.

**Section 17. Existing Resolutions Rescinded.** This resolution shall take the place of all existing resolutions or orders of the City Council dealing with the subject matter hereof, all of which, to the extent that they conflict with this resolution, are hereby rescinded.

**Section 18. Coverage.** This resolution shall approve all benefits provided in the past and shall continue to provide to all City Council members the same level of health, dental and vision coverage as described in this management resolution and all successors to this resolution.

**PASSED, APPROVED, AND ADOPTED**, by the City Council of the City of Signal Hill, California, this 24<sup>th</sup> day of September, 2024.

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LORI Y. WOODS  
MAYOR

ATTEST:

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DARITZA GONZALEZ  
CITY CLERK

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES    )ss.  
CITY OF SIGNAL HILL            )

I, DARITZA GONZALEZ, City Clerk of the City of Signal Hill, California, hereby certify that Resolution No. 2024-09-XXXX was adopted by the City Council of the City of Signal Hill at a regular meeting held on the 24<sup>th</sup> day of September, 2024 and that the same was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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DARITZA GONZALEZ  
CITY CLERK