

RESOLUTION NO. 2022-09

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARINA AUTHORIZING THE CITY MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF MARINA AND THE MANAGEMENT EMPLOYEES ASSOCIATION OF MARINA (MMEA)

WHEREAS, the existing Memorandum of Understanding between the City of Marina and the Management Employees Association of Marina expired on June 30, 2020; and

WHEREAS, the City of Marina and the Management Employees Association of have met and conferred in good faith and have reached a tentative agreement to approve a new Memorandum of Understanding; and

WHEREAS, the term of the new Memorandum of Understanding will expire on June 30, 2023, and;

WHEREAS, the estimated cost of all salary and benefit adjustments in the MOU for fiscal year 21/22, is approximately \$42,380. For fiscal year 22/23, the agreement will add an additional annual cost of approximately \$23,170. The two-year cost of the contract is approximately \$65,550; and;

WHEREAS, the cost of the proposed salary and benefit adjustments can be funded from on-going revenues from the General Fund.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Marina do hereby:

1. Adopt Resolution No. 2022- authorizing the City Manager to execute a Memorandum of Understanding between the City of Marina and the Management Employees Association of Marina (MMEA); and,
2. Authorize adjustments to the City's Salary Schedule and Compensation Plan, and;
3. Authorize Finance Director to make appropriate accounting and budgetary entries.

PASSED AND ADOPTED, by the City Council of the City of Marina at a regular meeting duly held on the 19th day of January 2022, by the following vote:

AYES: COUNCIL MEMBERS: Medina Dirksen, Burnett, Berkley, Biala, Delgado

NOES: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: None

ABSTAIN: COUNCIL MEMBERS: None

Bruce C. Delgado, Mayor

ATTEST:

Anita Sharp, Deputy City Clerk

Revised Salary Schedules

Salary Effective 7/5/2021:

Title	Step A	Step B	Step C	Step D	Step E
Chief Building Official	\$55.1384	\$57.8953	\$60.7901	\$63.8296	\$67.0211
PW Superintendent	\$47.1698	\$49.5282	\$52.0047	\$54.6049	\$57.3351
Airport Services Manager	\$45.8468	\$48.1392	\$50.5461	\$53.0734	\$55.7271
Human Resources Analyst	\$37.3367	\$39.2035	\$41.1637	\$43.2219	\$45.3830
Accounting Service Manager	\$49.0841	\$51.5383	\$54.1153	\$56.8210	\$59.6621
Planning Services Manager	\$52.6720	\$55.3056	\$58.0709	\$60.9744	\$64.0231
Senior Planner	\$46.0328	\$48.3344	\$50.7511	\$53.2887	\$55.9531
Management Analyst	\$55.5885	\$36.3201	\$38.1362	\$40.0430	\$42.0451

MMEA**Offer to City, January 11, 2022****1. Term:**

Expires June 30, 2023, effective July 1, 2021, if ratified by the City Council on January 19, 2022.

2. General Salary Increase in First Year:

2.5% general salary increase starting with the first full pay period after July 1, 2021

3. Equity Salary Survey Adjustments

	Survey	COLA	Eq. Adj.
Chief Building Official	7.3%	2.5%	4.8%
PW Superintendent	9.2%	2.5%	6.7%
Airport Services Manager	18.2%	2.5%	4.5%
Human Resource Analyst		2.5%	
Accounting Services Manager		2.5%	
Planning Services Manager		2.5%	
Senior Planner		2.5%	
Management Analyst	11.7%	2.5%	9.2%

4. General Salary Increase in Second Year:

In the second year of the agreement, starting with the first full pay period after July 1, 2022, all unit classifications shall have their classifications increased by the April 2022 San Francisco/Oakland Consumer Price Index, but the increase will be no less than 2% and no more than 3.25%

5. Vacation Leave:

Members in this unit may accrue vacation leave up to the following maximum leave balance based upon years of service as follows:

- A) 0 to 9 years - 200 hours
- B) 10 or more years - 300 hours

6. Admin Leave:

- Cash out of administrative leave cap payouts at separation will increase from 200 to 240 hours.
- Administrative leave buy back (Cash-Out) will increase from 40 to 60 hours annually.
- Annual accruals will only be granted up to a maximum of 240 hours.

- Any current employee with accrued administrative leave in excess of the 240 hours will not lose any leave but will not be granted any additional leave until their balance falls below 240.

MOU Language for Leaves if offer approved by the Council:

Leaves: Leave for Mid-Management members shall accrue and be administered, as follows:

- A. **Administrative Leave:** Members shall receive one hundred (100) hours yearly Administrative Leave, earned in a lump sum on July 1st of each year. Maximum Administrative Leave Accrual for Members of this Association will be two hundred forty 240 hours. Unused Administrative Leave Accrual shall be paid at current salary upon termination of employment to a maximum of two hundred forty (240) hours.
- B. **Cash-out:** The City will pay each Member at their request a maximum amount of sixty (60) hours of administrative leave each fiscal year, at the Member's individual regular rate of pay upon 30 days notice to payroll.
- C. **Vacation:** Vacation time shall be accrued as described in the City Personnel Rules. Maximum Vacation Accrual for Members of this Association will be as follows: A) 0 to 10 years of service – two hundred (200) hours B) 10 or more years of service – three hundred (300) hours. Unused Vacation Accrual shall be paid at the current salary upon termination of employment to a maximum of three hundred (300) hours of vacation leave.
 - 1. **Emergency Cash Draws on Vacation.** Under extreme financial need, caused by either a death or medical emergencies in the family, at the request of the member, the City Manager with approval of the City Council may grant up to eighty (80) hours of cash draw on accrued vacation time if such a practice is not precluded by law or regulation.
- D. **Sick Leave:** All members of the Association shall accrue Sick Leave at the rate of 3.69 hours per pay period (12 days per year). A maximum of 1,440 hours may be accumulated at retirement, 35% of the hours accumulated, to a maximum of 504 hours, will be paid to the employee upon termination of employment.

January 14, 2022

Item No. **8(g)5**

Honorable Mayor and Members
of the Marina City Council

City Council Meeting
of January 19, 2021

**CITY COUNCIL CONSIDER ADOPTING RESOLUTION NO. 2022-xx,
AUTHORIZING THE CITY MANAGER TO EXECUTE A
MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF
MARINA AND THE MANAGEMENT EMPLOYEES ASSOCIATION OF
MARINA (MMEA); AND, AUTHORIZING ADJUSTMENTS TO THE
CITY'S SALARY SCHEDULE AND COMPENSATION PLAN AND
AUTHORIZING THE FINANCE DIRECTOR TO MAKE APPROPRIATE
BUDGET AND ACCOUNTING ENTRIES**

REQUEST:

It is recommended that the City Council consider:

1. Adopting Resolution No. 2022- authorizing the City Manager to execute a Memorandum of Understanding between the City of Marina and the Management Employees Association of Marina (MMEA); and,
2. Authorizing adjustments to the City's Salary Schedule and Compensation Plan, and;
3. Authorizing Finance Director to make appropriate accounting and budgetary entries.

BACKGROUND:

The City has been bargaining with several of its units for some time. The general pattern has been to consider both competitive market considerations and appropriate cost of living adjustments. City management and the Management Employees Association of Marina (MMEA) have come to agreement on proposals that are within the parameters the City Council has authorized staff. Final approval is now before the City Council.

ANALYSIS:

The MMEA MOU lapsed June 30, 2020. The City and bargaining unit have been meeting since early 2021, however, the MOU was not able to finalized until agreement was reached.

The MMEA MOU will be effective as of July 1, 2021 through June 30, 2023. The amended terms and conditions of the MOU are as follows:

- The proposed Equity Salary Survey Adjustments

	COLA	Eq. Adj.
Chief Building Official	2.5%	4.8%
PW Superintendent	2.5%	6.7%
Airport Services Manager	2.5%	4.5%
Human Resource Analyst	2.5%	
Accounting Services Manager	2.5%	
Planning Services Manager	2.5%	
Senior Planner	2.5%	
Management Analyst	2.5%	9.2%

- General Salary Increase in Second Year: In the second year of the agreement, starting with the first full pay period after July 1, 2022, all unit classifications shall have their classifications increased by the April 2022 San Francisco/Oakland Consumer Price Index, but the increase will be no less than 2% and no more than 3.25%
- Currently members of this unit can accrue vacation hours to a maximum of 200 hours. As proposed, members in this unit may accrue vacation leave up to the following maximum leave balance based upon years of service as follows:
 - 0 to 9 years - 200 hours
 - 10 or more years - 300 hours
- Cash out of administrative leave cap payouts at separation will increase from 200 to 240 hours. Administrative leave buy back will increase from 40 to 60 hours annually. Annual accruals will only be granted up to a maximum of 240 hours. Any current employee with admin leave in excess of the 240 hours will not lose any leave but will not be granted any additional leave until their balances fall below 240 hours.

MPFFA MOU fiscal impact:

The estimated cost of all salary and benefit adjustments in the MOU for fiscal year 21/22, is approximately \$42,380. For fiscal year 22/23, the agreement will add an additional annual cost of approximately \$23,170. The two-year cost of the contract is approximately \$65,550.

CONCLUSION:

This request is submitted for City Council consideration and approval.

Respectfully submitted,

Matt Mogensen
Assistant City Manager

Layne Long
City Manager
City of Marina