

RESOLUTION R05-21

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALOS VERDES
ESTATES, CALIFORNIA APPROVING THE "MEMORANDUM OF UNDERSTANDING
PALOS VERDES ESTATES PUBLIC SERVICE EMPLOYEES ASSOCIATION"
SETTING FORTH TERMS AND CONDITIONS OF EMPLOYMENT AND
ESTABLISHING COMPENSATION OF CERTAIN POSITIONS WITHIN THE PALOS
VERDES ESTATES CITY SERVICE**

THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES, CALIFORNIA, DOES
HEREBY RESOLVE AS FOLLOWS:

SECTION 1.

The City Council by adoption of this Resolution hereby approves the amendment to the
"Memorandum of Understanding" between the Palos Verdes Estates Public Service Employees
Association and the City attached hereto as Exhibit A and incorporated herein by this reference, and
adopts as the terms and conditions of employment for the positions within the Palos Verdes Estates
City Service set forth therein the terms and conditions set forth in Exhibit A effective July 1, 2005.


SECTION 2.

The City Council hereby adopts the salary ranges for the classifications set forth on Appendix "A"
to Exhibit A as the salary schedule for such classifications for the fiscal year 2005-2006 to be
effective July 1, 2005, for fiscal year 2006-2007, to be effective July 1, 2006, for fiscal year 2007-
2008, to be effective July 1, 2007 and for fiscal year 2008-2009, to be effective July 1, 2008.

SECTION 3.

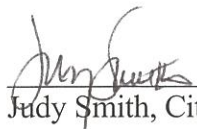
The City Clerk shall certify to the passage and adoption of Resolution R05-21 and enter it into the
book of original resolutions.

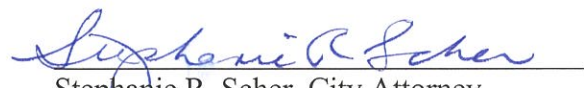
PASSED, APPROVED AND ADOPTED on this 28th day of June, 2005.


A. Dwight Abbott, Mayor

ATTEST:

APPROVED AS TO FORM:


Judy Smith, City Clerk


Stephanie R. Scher, City Attorney

AMENDMENT TO MEMORANDUM OF UNDERSTANDINGPARTIES TO THIS AMENDMENT

This Amendment to Memorandum of Understanding is made and entered into by and between the **Palos Verdes Estates Public Service Employees Association**, hereinafter referred to as the “Association” and the management representatives of the City of Palos Verdes Estates, hereinafter referred to as “City”.

Section 1 – The Memorandum of Understanding between the parties which existed, as previously amended, on June 1, 2005 (the “Existing MOU”) is amended so that pursuant to the provisions of the Meyers-Milias-Brown Act, Government Code Section 3500 et seq., the City agrees and does recognize the Palos Verdes Estates Public Service Employees Association (formerly known as the Miscellaneous Employees Association), as the exclusive representative of the positions in the following classifications in the City:

- Code Enforcement Officer
- Deputy City Clerk
- Equipment Mechanic
- Financial Services Technician
- Maintenance Foreman
- Maintenance Worker
- Permit Technician
- Receptionist (part-time)
- Senior Receptionist (part-time)
- Senior Secretary
- Senior Typist Clerk

Section 2 – The Existing MOU as herein amended constitutes the joint recommendation of the City’s designated representatives and the Association. It shall be binding upon the parties when the following conditions have been complied with:

1. The Association’s authorized representatives have formally approved the MOU in its entirety signified by their signatures herein.
2. The City Council has approved the MOU in its entirety and shall direct the City Manager to sign on behalf of the City.

Section 3 – Section 1 of the Existing MOU is amended to read:

SECTION 1 TERM

This agreement is effective July 1, 2005 and ends June 30, 2009.

Section 3 – Certain portions of several subsections of Section 2 of the Existing MOU are amended to read:

SECTION 2. COMPENATION AND ALLOWANCES

2.2 Administration of the Compensation Plan

- (8) Effective July 1, 2005 Salary step “G” shall be added to the classifications of Financial Services Technician and Permit Technician.
- (d) Public Service Employees whose classifications provide an opportunity for promotion to a higher classification with similar duties (Receptionist to Senior Receptionist and Senior Secretary to Deputy City Clerk) shall be afforded the opportunity for promotion to said classification when:
 - 1. The employee has passed their third anniversary in City service, and;
 - 2. The employee merits promotion based on their annual performance review in the year following the third anniversary of their employment.

2.3 Application of Compensation Plan to Positions

(e) Effective July 1, 2005, the base salary ranges for the classifications in the “Association” are as shown in “Attachment A”. This and subsequent attachments reflect the following adjustments:

Effective July 1, 2005 – June 30, 2006, a 3.0% across the board salary increase for Association members.

Effective July 1, 2006 – June 30, 2007, a 3.0% across the board salary increase for Association members as listed in “Attachment B”

Effective July 1, 2007 – June 30, 2008, a 4.0% across the board salary increase for Association members as listed in “Attachment C”

Effective July 1, 2008- June 30, 2009, a 4.0% across the board salary increase for Association members as listed in "Attachment D".

2.6 Boot Allowance

Effective July 1, 2005, the boot allowance for full-time Streets and Parks Department employees shall be \$125 per year.

Section 4 – A portion of subsection 3.1 of Section 3 of the Existing MOU is amended to read:

SECTION 3.INSURANCES

3.1 Health and Life Insurance Benefits

- (a) The City shall maintain a health, dental, vision and life insurance program. The Association agrees to the following dollar caps as the amount the City will contribute toward the purchase of medical, dental, vision, and life insurance program:

Effective July 1, 2005	\$800/month
Effective July 1, 2006	\$840/month
Effective July 1, 2007	\$880/month
Effective July 1, 2008	\$920/month

Section 5 – Certain portions of subsection 4.3 of Section 4 of the Existing MOU are amended to read:

SECTION 4. EMPLOYMENT PROVISIONS

4.3 Employment and Hiring

- (a) Non-Civil Service Employees

Elected employees, Code Enforcement Officer, Deputy City Clerk, Financial Services Technician, Permit Technician, Receptionist (part-time), Senior Receptionist, (part-time), Senior Secretary, Senior Typist Clerk

- (b) Civil Service Employees

Equipment Mechanic, Maintenance Foreman, Maintenance Worker

Section 6 – Certain portions of several subsections of Section 6 of the Existing MOU are amended to read:

SECTION 6. LEAVE PROVISIONS

6.1 Vacations

- (e) Effective July 1, 2005, permanent part-time employees who are members of the Association and are currently receiving proportional holiday pay and have attained three (3) consecutive years of City service shall be eligible to receive a total of six (6) paid vacation days and a total of six (6) paid sick days each fiscal year proportional to the actual hours worked.

6.6 Jury Duty

Effective July 1, 2005, permanent part-time employees shall be eligible to receive proportional paid jury duty. The City provides ten (10) working days of paid jury duty leave per calendar year.

Section 7 – Section 10 of the Existing MOU are amended to read:

SECTION 10 COMPLETE AGREEMENT

The Memorandum of Understanding expressed herein, in writing, constitutes the entire agreement between the parties and no oral statement shall add or supersede any of its provisions.


The parties acknowledge that during the meeting and conferring which precedes this Memorandum of Understanding, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the scope of representation and that the understandings and agreements arrived at by the parties, after the exercise of that right and opportunity are set forth in the Memorandum of Understanding. Therefore the City and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated to meet and confer with respect to any subject or matter referred to, or not settled during bargaining, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they met and conferred or signed this Memorandum of Understanding. Such matters shall not be subject to the grievance procedure.

SECTION 11. CERTIFICATION OF UNDERSTANDING

Signed this 28th day of June, 2005

Section 9 – Except as expressly set forth herein, the terms and conditions of the Existing MOU remain in full force and effect.

APPROVED BY ASSOCIATION:



Steve Beard, President

APPROVED BY CITY:



Judy Smith, Assistant City Manager



Hilary Bloom, Administrative Analyst

**ATTACHMENT A
SALARY SCHEDULE FY 2005-06
Effective 7-1-05**

	A	B	C	D	E	F	G
CODE ENFORCEMENT OFF.	3,769	3,957	4,155	4,363	4,581		
DEPUTY CITY CLERK	3,123	3,280	3,444	3,617	3,799	3,989	4,189
EQUIPMENT MECHANIC	3,449	3,623	3,804	3,994	4,194		
MAINTENANCE FOREMAN	4,169	4,379	4,598	4,829	5,071	5,325	5,592
MAINTENANCE WORKER	2,689	2,824	2,966	3,115	3,271	3,435	3,607
PERMIT TECHNICIAN	2,942	3,089	3,243	3,406	3,577	3,756	3,944
RECEPTIONIST	2,203	2,313	2,430	2,551	2,679		
FINANCIAL SERVICES TECH.	2,942	3,089	3,243	3,406	3,577	3,756	3,944
SENIOR SECRETARY	3,072	3,227	3,388	3,558	3,737	3,923	
SENIOR RECEPTIONIST	2,483	2,608	2,739	2,876	3,020		
SENIOR TYPIST CLERK	2,660	2,794	2,934	3,082	3,236		

ATTACHMENT B
SALARY SCHEDULE FY 2006-07
Effective 7-1-06

	A	B	C	D	E	F	G
CODE ENFORCEMENT OFF.	3,882	4,076	4,280	4,494	4,718		
DEPUTY CITY CLERK	3,217	3,378	3,547	3,726	3,913	4,109	4,315
EQUIPMENT MECHANIC	3,552	3,732	3,918	4,114	4,320		
MAINTENANCE FOREMAN	4,294	4,510	4,736	4,974	5,223	5,485	5,760
MAINTENANCE WORKER	2,770	2,909	3,055	3,208	3,369	3,538	3,715
PERMIT TECHNICIAN	3,030	3,182	3,340	3,508	3,684	3,869	4,062
RECEPTIONIST	2,269	2,382	2,503	2,628	2,759		
FINANCIAL SERVICES TECH.	3,030	3,182	3,340	3,508	3,684	3,869	4,062
SENIOR SECRETARY	3,164	3,324	3,490	3,665	3,849	4,041	
SENIOR RECEPTIONIST	2,557	2,686	2,821	2,962	3,111		
SENIOR TYPIST CLERK	2,740	2,878	3,022	3,174	3,333		

ATTACHMENT C
SALARY SCHEDULE FY 2007-08
Effective 7-1-07

	A	B	C	D	E	F	G
CODE ENFORCEMENT OFF.	4,037	4,239	4,451	4,674	4,907		
DEPUTY CITY CLERK	3,346	3,513	3,689	3,875	4,070	4,273	4,488
EQUIPMENT MECHANIC	3,694	3,881	4,075	4,279	4,493		
MAINTENANCE FOREMAN	4,466	4,690	4,925	5,173	5,432	5,704	5,990
MAINTENANCE WORKER	2,881	3,025	3,177	3,336	3,504	3,680	3,864
PERMIT TECHNICIAN	3,151	3,309	3,474	3,648	3,831	4,024	4,224
RECEPTIONIST	2,360	2,477	2,603	2,733	2,869		
FINANCIAL SERVICES TECH.	3,151	3,309	3,474	3,648	3,831	4,024	4,224
SENIOR SECRETARY	3,291	3,457	3,630	3,812	4,003	4,203	
SENIOR RECEPTIONIST	2,659	2,793	2,934	3,080	3,235		
SENIOR TYPIST CLERK	2,850	2,993	3,143	3,301	3,466		

**ATTACHMENT D
SALARY SCHEDULE FY 2008-09
Effective 7-1-08**

	A	B	C	D	E	F	G
CODE ENFORCEMENT OFF.	4,198	4,409	4,629	4,861	5,103		
DEPUTY CITY CLERK	3,480	3,654	3,837	4,030	4,233	4,444	4,668
EQUIPMENT MECHANIC	3,842	4,036	4,238	4,450	4,673		
MAINTENANCE FOREMAN	4,645	4,878	5,122	5,380	5,649	5,932	6,230
MAINTENANCE WORKER	2,996	3,146	3,304	3,469	3,644	3,827	4,019
PERMIT TECHNICIAN	3,277	3,441	3,613	3,794	3,984	4,185	4,393
RECEPTIONIST	2,454	2,576	2,707	2,842	2,984		
FINANCIAL SERVICES TECH.	3,277	3,441	3,613	3,794	3,984	4,185	4,393
SENIOR SECRETARY	3,423	3,595	3,775	3,964	4,163	4,371	
SENIOR RECEPTIONIST	2,765	2,905	3,051	3,203	3,364		
SENIOR TYPIST CLERK	2,964	3,113	3,269	3,433	3,605		

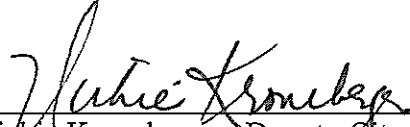
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

I, Vickie Kroneberger, Deputy City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R05-21** was duly and regularly approved and adopted by the City Council of the City of Palos Verdes Estates at its regular meeting of the City Council on the 28th of June, 2005, by the following vote:

AYES: COUNCILMEMBERS: Abbott, Flood, Humphrey, Sherwood,
and Goodhart

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None



Vickie Kroneberger, Deputy City Clerk