



CITY OF HUNTINGTON BEACH

Inter-Office Memo

TO: THE HONORABLE MAYOR AND CITY COUNCIL

FROM: TRAVIS HOPKINS, ASSISTANT CITY MANAGER

DATE: NOVEMBER 2, 2020

SUBJECT: **SUPPLEMENTAL COMMUNICATION REGARDING AGENDA ITEM 19 (20-1999) – Approve the Fiscal Year 2020/21 Reorganization Plan in Response to COVID-19 by adopting Resolutions No. 2020-77, 2020-78, 2020-79, 2020-80 related to Side Letters of Agreement with the Huntington Beach Municipal Teamsters (HBMT) , Marine Safety Management Association (MSMA), and Huntington Beach Municipal Employees' Organization (MEO); by adopting Resolution No. 2020-80 modifying salary and benefits for Non-Associated (NA) employees; and, by approving for introduction Ordinance No. 4221 to amend Section 2.76.010 of the Huntington Beach Municipal Code related to exclusions from competitive service**

Staff is requesting to replace Attachments #1 and #3 for Agenda Item 19 (20-1999) for the November 2, 2020, City Council meeting. This item relates to the Fiscal Year 2020/21 Reorganization Plan in Response to COVID-19.

Attachment #1 – Resolution No. 2020-77 with Side Letter of Agreement with Huntington Beach Municipal Teamsters (HBMT) has been updated to include:

- Minor language revisions in Article XV Section A.
- Adjusted salary ranges for the Senior Buyer and Utilities Technology Coordinator positions in Exhibit A.
- Signatures by the Huntington Beach Municipal Teamsters.

Attachment #3 – Resolution No. 2020-79 with Side Letter of Agreement with Huntington Beach Management Employees' Organization (MEO) has been updated to include:

- Minor language revisions in Article XIV Section A.

SUPPLEMENTAL COMMUNICATION

Meeting Date: 11/02/2020

Agenda Item No.: 19/20-1999

RESOLUTION NO. 2020 - 77

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON BEACH
AMENDING THE CITY'S CLASSIFICATION PLAN
AND THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND THE
HUNTINGTON BEACH MUNICIPAL TEAMSTERS (HBMT) BY ADOPTING THE SIDE
LETTER OF AGREEMENT

WHEREAS, the City Council of Huntington Beach approved the Fiscal Year 2020/21 budget at a Special Meeting on June 29, 2020, which projected a \$20 million drop in General Fund revenues resulting from the negative economic impacts of COVID-19; and,

WHEREAS, in order to address this budget shortfall, the City Council approved the use of a voluntary Separation Incentive Program, and directed staff to reorganize the City's operations following the vacancies created by the Program to balance the Fiscal Year 2020/21 budget and to create ongoing operational savings; and,

WHEREAS, the City Council of Huntington Beach desires to amend the City's Classification Plan to incorporate the positional adjustments outlined in the Fiscal Year 2020/21 Reorganization Plan; and,

WHEREAS, on April 20, 2020, the City Council of Huntington Beach adopted Resolution 2020-19 for the purpose of adopting the Memorandum of Understanding (MOU) between the City and the Huntington Beach Municipal Teamsters (HBMT); and,

Subsequent to the adoption of the MOU, the City of Huntington Beach and HBMT met and conferred and agreed to changes, corrections, and clarifications to the MOU that are reflected in a Side Letter of Agreement attached hereto as Exhibit A and incorporated herein by this reference. The Side Letter of Agreement pertains to modifications to the City's Classification Plan resulting from the Fiscal Year 2020/21 Reorganization Plan.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Huntington Beach as follows:

1. The Side Letter of Agreement attached hereto as Exhibit A is approved and adopted.
2. The Side Letter of Agreement amends the MOU between the City of Huntington Beach and the HBMT.
3. The Side Letter of Agreement amends the HBMT Pay Schedule attached hereto as Exhibit B.

RESOLUTION NO. 2020-77


PASSED AND ADOPTED by the City Council of the City of Huntington Beach at a regular meeting thereof held on the _____ day of _____, 2020.

Mayor

REVIEWED AND APPROVED:

APPROVED AS TO FORM:

Oliver Chi, City Manager


84 Michael Gates, City Attorney

INITIATED AND APPROVED:


Travis Hopkins, Assistant City Manager

**SIDE LETTER OF AGREEMENT
BETWEEN
THE CITY OF HUNTINGTON BEACH
AND THE
HUNTINGTON BEACH MUNICIPAL TEAMSTERS (HBMT)**

Representatives of Huntington Beach Municipal Teamsters (HBMT) and the City of Huntington Beach (City) have negotiated this *Side Letter of Agreement* to modify the following sections of the HBMT MOU dated October 1, 2019, through September 30, 2020:

ARTICLE II – REPRESENTATIONAL UNIT/CLASS

The City of Huntington Beach proposes to modify/add the following classifications to the City's Classification Plan and the HBMT MOU (see Exhibit A – Pay Schedule):

- Social Services Supervisor
- Senior Buyer
- Utilities Technology Coordinator
- Fire Prevention Inspector II (formerly Fire Prevention Inspector)
- Fire Prevention Inspector I (formerly Fire Safety Program Specialist)

The parties agree that some of the above classifications are new and that the class specifications and minimum qualifications have not been completed. The parties agree to meet and confer on these class specifications and minimum qualifications before final implementation of the new classifications.

The parties agree that no incumbent employee shall be required to serve a probationary period as a result of being reclassified, retitled, reassigned, or placed under new supervision, a new department, or new reporting relationship as a result of this reorganization.

The parties agree that all of the intended additions or deletions of HBMT positions are encompassed in this side letter agreement. If the City proposes any additional additions and/or deletions to HBMT positions following the adoption of this agreement, the parties agree to meet and confer on those matters.

ARTICLE XII – LEAVE BENEFITS

G. Personal Time

Each full-time unit employee will be entitled to utilize a maximum of ten (10) hours as “personal time.”

- a. Supervisor approval is required to utilize Personal Time.
- b. Personal Time has no cash value.
- c. All Personal Time (10 hours) must be used by not later than June 30, 2021.
- d. No portion of unused Personal Time may be carried over beyond June 30, 2021.
- e. Part-time employees shall be granted ten (10) hours as Personal Time on a proportional hours computation to full-time equivalent employee status.
 - i. Half-time employees shall be granted a total of five (5) hours.
 - ii. Three-quarter employees shall be granted a total of seven and one half (7.5) hours.

ARTICLE XV – DURING THE TERM OF THE AGREEMENT

A. COVID-19 Restructure Plan

To address the fiscal impacts from COVID-19, the City has worked to develop a comprehensive restructuring plan of City operations. Given the adjustments contemplated through this Side Letter of Agreement, no additional employee impacts will occur for Fiscal Year 2020/21.

Due to the volume of vacancies and open and promotional examinations needed as a result of the Separation Incentive Program and the COVID-19 Restructure Plan, both parties agree to modify the examination process for Fiscal Year 2020/21 as follows:

1. Management reserves the right to determine if a position will be advertised as a promotional or open recruitment. This decision may be appealed to the Personnel Director.
2. When the decision has been made to conduct a promotional examination, as long as one or more internal candidate applies who meets the minimum qualifications, the Hiring Manager may forego an open recruitment, certify, and appoint from this list.
3. The City will provide HBMT with information regarding any promotional recruitment details.

Side Letter Implementation

Should the MOU between HBMT and the City of Huntington Beach continue beyond September 30, 2020, either through a successor MOU or an extension of the current MOU, all terms and conditions of this side letter shall remain in full force and effect unless changes are mutually agreed to by both parties.

IN WITNESS WHEREOF, the parties have caused this SIDE LETTER AGREEMENT to be executed by and through their authorized officers on _____.

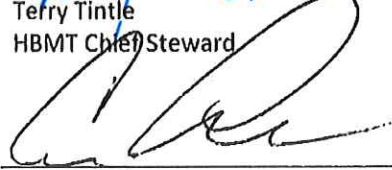
City of Huntington Beach

By: _____
Oliver Chi
City Manager

By: _____
Travis Hopkins
Assistant City Manager

Huntington Beach Municipal Teamsters

By:  _____
Terry Tintle
HBMT Chief Steward

By:  _____
Cristian Leiva
In-House Counsel Teamsters 911

APPROVED AS TO FORM:

Michael Gates
City Attorney

HUNTINGTON BEACH MUNICIPAL TEAMSTERS
EXHIBIT A – PAY SCHEDULE

Job Type	Description	Pay Grade	A	B	C	D	E
0111	Accountant	MEA111	33.59	35.43	37.37	39.42	41.60
0286	Accounting Technician I	MEA286	23.33	24.61	25.97	27.40	28.90
0287	Accounting Technician II	MEA287	25.65	27.05	28.55	30.12	31.77
0294	Accounting Technician Supv	MEA294	29.64	31.27	33.00	34.80	36.71
0428	Administrative Aide	MEA428	32.92	34.73	36.64	38.66	40.78
0278	Administrative Assistant	MEA278	29.06	30.66	32.34	34.12	36.00
0289	Administrative Secretary	MEA289	24.76	26.12	27.56	29.08	30.68
0297	Art Programs Curator	MEA297	29.35	30.96	32.65	34.46	36.35
0698	Assistant Civil Engineer	MEA698	33.59	35.43	37.37	39.42	41.60
0108	Assistant Planner	MEA108	34.43	36.32	38.32	40.43	42.65
0267	Assistant Social Worker	MEA267	23.92	25.23	26.62	28.09	29.63
0358	Beach Equip Operator	MEA358	27.25	28.74	30.33	31.98	33.74
0149	Beach Maint Crewleader	MEA149	35.29	37.24	39.28	41.44	43.72
0452	Beach Maint Service Worker	MEA452	25.02	26.39	27.84	29.37	30.99
0210	Building Inspector I	MEA210	31.78	33.52	35.37	37.31	39.37
0211	Building Inspector II	MEA211	35.13	37.05	39.09	41.23	43.50
0208	Building Inspector III	MEA208	38.80	40.93	43.18	45.56	48.07
0176	Building Plan Checker I	MEA176	38.23	40.33	42.55	44.89	47.36
0520	Building Plan Checker II	MEA520	44.39	46.83	49.41	52.13	55.00
0366	Business License Supervisor	MEA366	34.60	36.49	38.51	40.63	42.87
0112	Buyer	MEA112	33.08	34.90	36.83	38.84	40.98
0106	Civil Engineering Assistant	MEA106	39.19	41.34	43.61	46.02	48.55
0162	Civilian Check Investigator	MEA162	26.29	27.73	29.26	30.86	32.56
0186	Code Enforcement Officer I	MEA186	26.42	27.87	29.40	31.03	32.74
0182	Code Enforcement Officer II	MEA182	32.60	34.38	36.28	38.27	40.38
0511	Code Enforcement Technician	MEA511	21.98	23.19	24.47	25.80	27.23
0263	Community Relations Specialist	MEA263	27.77	29.30	30.92	32.61	34.41
0597	Community Services Officer	MEA597	28.47	30.05	31.69	33.44	35.28
0269	Community Svcs Rec Specialist	MEA269	25.02	26.39	27.84	29.37	30.99

**HUNTINGTON BEACH MUNICIPAL TEAMSTERS
EXHIBIT A – PAY SCHEDULE**

0258	Community Svcs Rec Supv	MEA258	34.60	36.49	38.51	40.63	42.87
0172	Construction Inspector I	MEA172	31.78	33.52	35.37	37.31	39.37
0463	Construction Inspector II	MEA463	35.13	37.05	39.09	41.23	43.50
0312	Court Liaison Specialist	MEA312	24.76	26.12	27.56	29.08	30.68
0166	Crime Analyst	MEA166	32.92	34.73	36.64	38.66	40.78
0165	Crime Analyst Senior	MEA165	38.41	40.52	42.76	45.12	47.59
0255	Crime Scene Investigator	MEA255	31.00	32.72	34.51	36.41	38.41
0119	Criminalist	MEA119	34.60	36.49	38.51	40.63	42.87
0192	Cross Connection Control Spec	MEA192	32.60	34.38	36.28	38.27	40.38
0400	Custodian	MEA400	22.52	23.76	25.07	26.44	27.89
0134	Deputy City Clerk	MEA134	27.11	28.59	30.16	31.82	33.58
0138	Development Specialist	MEA138	34.60	36.49	38.51	40.63	42.87
0339	Electrician	MEA339	32.10	33.87	35.73	37.69	39.78
0232	Emergency Medical Svcs Coord	MEA232	49.06	51.75	54.60	57.60	60.78
0198	Emergency Services Coordinator	MEA198	42.25	44.58	47.02	49.61	52.33
0175	Engineering Aide	MEA175	27.77	29.30	30.92	32.61	34.41
0180	Engineering Technician	MEA180	34.08	35.97	37.94	40.03	42.23
0445	Environmental Specialist	MEA445	39.19	41.34	43.61	46.02	48.55
0382	Equip Services Crewleader	MEA382	36.38	38.38	40.49	42.71	45.05
0142	Equip/Auto Maint Crewleader	MEA142	36.38	38.38	40.49	42.71	45.05
0472	Equip/Auto Maint Leadworker	MEA472	33.08	34.90	36.83	38.84	40.98
0383	Equipment Support Assistant	MEA383	25.77	27.19	28.69	30.26	31.93
0061	Executive Assistant	MEA061	33.42	35.25	37.18	39.23	41.38
0143	Facilities Maint Crewleader	MEA143	36.19	38.18	40.28	42.50	44.84
0407	Facilities Maint Leadworker	MEA407	28.19	29.75	31.38	33.10	34.92
0391	Facilities Maintenance Tech	MEA391	26.03	27.46	28.97	30.56	32.24
0398	Field Service Representative	MEA398	26.84	28.31	29.86	31.51	33.23
0588	Fire Prevention Inspector Fire Prevention Inspector II	MEA588	39.79	41.97	44.29	46.72	49.29
0260	Fire Safety Program Specialist Fire Prevention Inspector I	MEA260	33.59	35.43	37.37	39.42	41.60
0173	Fire Training Maintenance Tech	MEA173	30.85	32.55	34.34	36.24	38.22

HUNTINGTON BEACH MUNICIPAL TEAMSTERS
EXHIBIT A – PAY SCHEDULE

0470	Forensic Systems Specialist	MEA470	37.09	39.13	41.30	43.56	45.95
0576	GIS Analyst I	MEA576	37.85	39.93	42.12	44.44	46.89
0178	GIS Analyst II	MEA178	40.99	43.24	45.62	48.14	50.79
0190	Haz Mat Program Specialist	MEA190	37.47	39.53	41.70	44.00	46.42
0337	Helicopter Maintenance Tech	MEA337	30.38	32.05	33.81	35.69	37.65
0115	Info Technology Analyst I	MEA115	37.85	39.93	42.12	44.44	46.89
0505	Info Technology Analyst II	MEA505	40.99	43.24	45.62	48.14	50.79
0117	Info Technology Analyst III	MEA117	43.75	46.15	48.69	51.37	54.19
0118	Info Technology Analyst IV	MEA118	48.09	50.74	53.52	56.46	59.56
0495	Info Technology Technician I	MEA495	23.58	24.87	26.23	27.68	29.20
0494	Info Technology Technician II	MEA494	26.55	28.01	29.55	31.18	32.90
0493	InfoTechnology Technician III	MEA493	29.78	31.41	33.15	34.97	36.89
0492	Info Technology Technician IV	MEA492	32.92	34.73	36.64	38.66	40.78
0491	Info Technology Technician Sr.	MEA491	35.29	37.24	39.28	41.44	43.72
0155	Irrigation Crewleader	MEA155	35.29	37.24	39.28	41.44	43.72
0357	Irrigation Specialist	MEA357	26.42	27.87	29.40	31.03	32.74
0359	Landscape Equip Operator	MEA359	27.25	28.74	30.33	31.98	33.74
0145	Landscape Maint Crewleader	MEA145	35.29	37.24	39.28	41.44	43.72
0402	Landscape Maint Leadworker	MEA402	29.50	31.11	32.82	34.63	36.54
0163	Latent Fingerprint Examiner	MEA163	33.23	35.07	37.00	39.03	41.18
0300	Legal Assistant	MEA300	27.77	29.30	30.92	32.61	34.41
0114	Librarian	MEA114	30.09	31.74	33.48	35.32	37.27
0432	Library Facilities Coordinator	MEA432	27.11	28.59	30.16	31.82	33.58
0451	Library Services Clerk	MEA451	21.01	22.17	23.38	24.66	26.02
0257	Library Specialist	MEA257	25.02	26.39	27.84	29.37	30.99
0302	Literacy Program Specialist	MEA302	30.09	31.74	33.48	35.32	37.27
0392	Maint Service Worker	MEA392	25.02	26.39	27.84	29.37	30.99
0394	Maintenance Worker	MEA394	21.98	23.19	24.47	25.80	27.23
0448	Marine Equipment Mechanic	MEA448	32.77	34.57	36.46	38.46	40.57
0384	Mechanic I	MEA384	25.90	27.31	28.82	30.41	32.09
0348	Mechanic II	MEA348	28.76	30.36	32.02	33.78	35.64

HUNTINGTON BEACH MUNICIPAL TEAMSTERS
EXHIBIT A – PAY SCHEDULE

0347	Mechanic III	MEA347	30.54	32.22	34.00	35.86	37.84
0380	Media Services Specialist	MEA380	25.02	26.39	27.84	29.37	30.99
0306	Office Assistant I	MEA306	17.82	18.81	19.84	20.94	22.09
0304	Office Assistant II	MEA304	21.43	22.63	23.87	25.17	26.56
0290	Office Specialist	MEA290	22.63	23.87	25.18	26.57	28.03
0378	Painter Leadworker	MEA378	32.25	34.03	35.90	37.88	39.97
0153	Park Maintenance Crewleader	MEA153	36.19	38.18	40.28	42.50	44.84
0177	Parking Meter Repair Tech	MEA177	28.76	30.36	32.02	33.78	35.64
0395	Parking Meter Repair Worker	MEA395	26.55	28.01	29.55	31.18	32.90
0570	Parking/Camping Assistant	MEA570	21.98	23.19	24.47	25.80	27.23
0459	Parking/Camping Crewleader	MEA459	35.29	37.24	39.28	41.44	43.72
0401	Parking/Camping Leadworker	MEA401	29.50	31.11	32.82	34.63	36.54
0455	Parking/Traffic Control Coord	MEA455	27.77	29.30	30.92	32.61	34.41
0262	Parking/Traffic Control Officr	MEA262	21.98	23.19	24.47	25.80	27.23
0577	Parking/Traffic Control Supv	MEA577	29.64	31.27	33.00	34.80	36.71
0458	Payroll Specialist	MEA458	38.60	40.72	42.96	45.33	47.83
0447	Payroll Technician	MEA447	26.03	27.46	28.97	30.56	32.24
0295	Permit Technician	MEA295	23.92	25.23	26.62	28.09	29.63
0279	Personnel Assistant	MEA279	25.29	26.67	28.13	29.67	31.31
0367	Pest Control Specialist	MEA367	26.42	27.87	29.40	31.03	32.74
0136	Planning Aide	MEA136	27.77	29.30	30.92	32.61	34.41
0342	Plumber	MEA342	31.31	33.03	34.85	36.76	38.79
0197	Police Photo/Imaging Specialist	MEA197	30.85	32.55	34.34	36.24	38.22
0307	Police Records Specialist	MEA307	22.63	23.87	25.18	26.57	28.03
0283	Police Records Supervisor	MEA283	26.42	27.87	29.40	31.03	32.74
0282	Police Records Technician	MEA282	20.50	21.63	22.81	24.06	25.38
0308	Police Services Specialist	MEA308	25.02	26.39	27.84	29.37	30.99
0215	Police Systems Coordinator	MEA215	29.20	30.80	32.50	34.29	36.17
0584	Program Coord - Human Srvcs	MEA584	30.85	32.55	34.34	36.24	38.22
0259	Property and Evidence Officer	MEA259	27.51	29.01	30.62	32.30	34.07
0261	Property and Evidence Supervisor	MEA261	31.78	33.53	35.37	37.32	39.37

HUNTINGTON BEACH MUNICIPAL TEAMSTERS
EXHIBIT A – PAY SCHEDULE

0583	Rideshare Coordinator	MEA583	34.25	36.14	38.13	40.23	42.45
0256	Risk Management Specialist	MEA256	25.02	26.39	27.84	29.37	30.99
0515	SCADA Coordinator	MEA515	35.29	37.24	39.28	41.44	43.72
0346	SCADA Technician	MEA346	31.31	33.03	34.85	36.76	38.79
0110	Senior Accountant	MEA110	38.60	40.72	42.96	45.33	47.83
0288	Senior Accounting Technician	MEA288	28.19	29.75	31.38	33.10	34.92
0630	Senior Buyer	MEA630	37.65	39.72	41.92	44.23	46.65
0434	Senior Code Enforcement Officer	MEA434	36.02	37.99	40.09	42.29	44.61
0171	Senior Construction Inspector	MEA171	38.80	40.93	43.18	45.56	48.07
0135	Senior Deputy City Clerk	MEA135	34.60	36.49	38.51	40.63	42.87
0586	Senior Engineering Technician	MEA586	39.58	41.76	44.06	46.48	49.05
0343	Senior Facilities Maint Tech	MEA343	30.54	32.22	34.00	35.86	37.84
0334	Senior Helicopter Maint Tech	MEA334	42.04	44.35	46.79	49.36	52.07
0301	*Senior Legal Assistant	MEA301	35.86	37.84	39.92	42.11	44.43
0450	Senior Library Specialist	MEA450	27.38	28.88	30.47	32.14	33.91
0363	Senior Marine Equip Mechanic	MEA363	36.38	38.38	40.49	42.71	45.05
0446	Senior Payroll Technician	MEA446	28.62	30.20	31.86	33.62	35.46
0437	Senior Permit Technician	MEA437	30.54	32.22	34.00	35.86	37.84
0265	Senior Services Assistant	MEA265	16.70	17.62	18.59	19.61	20.70
0481	Senior Services Transp Coord	MEA481	26.70	28.16	29.71	31.35	33.07
0709	Senior Telecommunications Technician	MEA709	35.29	37.24	39.28	41.44	43.72
0349	Senior Wastewtr Pump Mechanic	MEA349	27.25	28.74	30.33	31.98	33.74
0396	Senior Water Meter Reader	MEA396	26.29	27.73	29.26	30.86	32.56
0148	Signs & Markings Crewleader	MEA148	36.19	38.18	40.28	42.50	44.84
0338	Signs Leadworker	MEA338	30.09	31.74	33.48	35.32	37.27
0354	Signs/Markings Equip Operator	MEA354	27.25	28.74	30.33	31.98	33.74
0266	Social Worker	MEA266	29.35	30.96	32.65	34.46	36.35
0629	Social Services Supervisor	MEA629	31.31	33.03	34.85	36.76	38.79
0386	Stock Clerk	MEA386	21.98	23.19	24.47	25.80	27.23
0361	Street Equip Operator	MEA361	27.25	28.74	30.33	31.98	33.74

**HUNTINGTON BEACH MUNICIPAL TEAMSTERS
EXHIBIT A – PAY SCHEDULE**

0150	Street Maint Crewleader	MEA150	35.29	37.24	39.28	41.44	43.72
0406	Street Maint Leadworker	MEA406	31.00	32.72	34.51	36.41	38.41
0183	Survey Party Chief	MEA183	39.79	41.97	44.29	46.72	49.29
0174	Survey Technician I	MEA174	27.77	29.30	30.92	32.61	34.41
0185	Survey Technician II	MEA185	30.09	31.74	33.48	35.32	37.27
0631	Utilities Technology Coordinator	MEA631	42.04	44.35	46.79	49.36	52.07
0195	Telecommunications Specialist	MEA195	39.98	42.19	44.51	46.96	49.54
0181	Traffic Engineering Technician	MEA181	36.19	38.18	40.28	42.50	44.84
0389	Traffic Maint Service Worker	MEA389	25.02	26.39	27.84	29.37	30.99
0410	Traffic Markings Leadworker	MEA410	29.50	31.11	32.82	34.63	36.54
0336	Traffic Signal Electrician	MEA336	32.60	34.38	36.28	38.27	40.38
0140	Traffic Signal/Light Crewleadr	MEA140	36.19	38.18	40.28	42.50	44.84
0365	Tree Equipment Operator	MEA365	27.25	28.74	30.33	31.98	33.74
0144	Trees Maintenance Crewleader	MEA144	35.29	37.24	39.28	41.44	43.72
0460	Trees Maintenance Leadworker	MEA460	29.50	31.11	32.82	34.63	36.54
0268	Volunteer Services Coordinator	MEA268	26.70	28.16	29.71	31.35	33.07
0385	Warehousekeeper	MEA385	27.77	29.30	30.92	32.61	34.41
0362	Wastewater Equip Operator	MEA362	27.25	28.74	30.33	31.98	33.74
0454	Wastewater Maint Service Workr	MEA454	25.02	26.39	27.84	29.37	30.99
0146	Wastewater Ops Crewleader	MEA146	35.29	37.24	39.28	41.44	43.72
0404	Wastewater Ops Leadworker	MEA404	29.50	31.11	32.82	34.63	36.54
0387	Wastewater Pump Mechanic	MEA387	26.55	28.01	29.55	31.18	32.90
0582	Water Conservation Coordinator	MEA582	34.25	36.14	38.13	40.23	42.45
0151	Water Dist Maint Crewleader	MEA151	35.29	37.24	39.28	41.44	43.72
0379	Water Dist Maint Leadworker	MEA379	31.94	33.70	35.55	37.51	39.57
0147	Water Dist Meters Crewleader	MEA147	35.29	37.24	39.28	41.44	43.72
0377	Water Dist Meters Leadworker	MEA377	29.50	31.11	32.82	34.63	36.54
0364	Water Equip Operator	MEA364	29.50	31.11	32.82	34.63	36.54
0397	Water Meter Reader	MEA397	24.28	25.61	27.01	28.50	30.07
0356	Water Meter Repair Technician	MEA356	27.11	28.59	30.16	31.82	33.58
0152	Water Operations Crewleader	MEA152	35.29	37.24	39.28	41.44	43.72

**HUNTINGTON BEACH MUNICIPAL TEAMSTERS
EXHIBIT A – PAY SCHEDULE**

0371	Water Operations Leadworker	MEA371	32.92	34.73	36.64	38.66	40.78
0156	Water Quality Coordinator	MEA156	35.29	37.24	39.28	41.44	43.72
0191	Water Quality Technician	MEA191	31.00	32.72	34.51	36.41	38.41
0461	Water Service Worker	MEA461	25.77	27.19	28.69	30.26	31.93
0368	Water Systems Technician I	MEA368	25.77	27.19	28.69	30.26	31.93
0369	Water Systems Technician II	MEA369	27.51	29.01	30.62	32.30	34.07
0370	Water Systems Technician III	MEA370	30.38	32.05	33.81	35.69	37.65
0449	Water Utility Locator	MEA449	31.00	32.72	34.51	36.41	38.41

RESOLUTION NO. 2020 - 79

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON BEACH
AMENDING THE CITY'S CLASSIFICATION PLAN
AND THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND THE
HUNTINGTON BEACH MANAGEMENT EMPLOYEES' ORGANIZATION (MEO) BY
ADOPTING THE SIDE LETTER OF AGREEMENT

WHEREAS, the City Council of Huntington Beach approved the Fiscal Year 2020/21 budget at a Special Meeting on June 29, 2020, which projected a \$20 million drop in General Fund revenues resulting from the negative economic impacts of COVID-19; and,

WHEREAS, in order to address this budget shortfall, the City Council approved the use of a voluntary Separation Incentive Program, and directed staff to reorganize the City's operations following the vacancies created by the Program to balance the Fiscal Year 2020/21 budget and to create ongoing operational savings; and,

WHEREAS, the City Council of Huntington Beach desires to amend the City's Classification Plan to incorporate the positional adjustments outlined in the Fiscal Year 2020/21 Reorganization Plan; and,

WHEREAS, on April 20, 2020, the City Council of Huntington Beach adopted Resolution 2020-20 for the purpose of adopting the Memorandum of Understanding (MOU) between the City and the Huntington Beach Management Employees' Organization (MEO); and,

Subsequent to the adoption of the MOU, the City of Huntington Beach and MEO met and conferred and agreed to changes, corrections, and clarifications to the MOU that are reflected in a Side Letter of Agreement attached hereto as Exhibit A and incorporated herein by this reference. The Side Letter of Agreement pertains to modifications to the City's Classification Plan resulting from the Fiscal Year 2020/21 Reorganization Plan.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Huntington Beach as follows:

1. The Side Letter of Agreement attached hereto as Exhibit A is approved and adopted.
2. The Side Letter of Agreement amends the MOU between the City of Huntington Beach and MEO.
3. The Side Letter of Agreement amends the MEO Salary Schedule attached hereto as Exhibit B.

RESOLUTION NO. 2020-79

PASSED AND ADOPTED by the City Council of the City of Huntington Beach at a regular meeting thereof held on the _____ day of _____, 2020.

Mayor

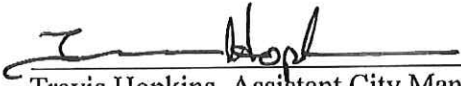
REVIEWED AND APPROVED:

APPROVED AS TO FORM:

Oliver Chi, City Manager


82 Michael Gates, City Attorney

INITIATED AND APPROVED:


Travis Hopkins, Assistant City Manager

**SIDE LETTER OF AGREEMENT
BETWEEN
THE CITY OF HUNTINGTON BEACH
AND THE
HUNTINGTON BEACH MANAGEMENT EMPLOYEES' ORGANIZATION (MEO)**

Representatives of MEO and the City of Huntington Beach (City) have negotiated this *Side Letter of Agreement* to modify the following sections of the MEO MOU dated November 1, 2019, through October 31, 2020:

ARTICLE I – REPRESENTATIONAL UNIT/CLASSIFICATIONS

The City of Huntington Beach proposes to modify/add the following classifications to the City's Classification Plan and the MEO MOU (see Exhibit A – Salary Schedule):

Code Enforcement Supervisor (modify)
Human Resources Manager (modify)
Deputy Fire Marshal (formerly Fire Protection Analyst)
Fire Marshal (formerly Assistant Fire Marshal)
Economic Development Manager
Police Support Services Manager
Administrative Services Manager
Operations Manager
Senior Information Technology Manager
Water Distribution Superintendent
Permit and Plan Check Manager

The parties agree that some of the above classifications are new and that the class specifications and minimum qualifications have not been completed. The parties agree to meet and confer on these class specifications and minimum qualifications before final implementation of the new classifications.

The parties agree that no incumbent employee shall be required to serve a probationary period as a result of being reclassified, retitled, reassigned, or placed under new supervision, a new department, or new reporting relationship as a result of this reorganization.

The parties agree that all of the intended additions or deletions of MEO positions are encompassed in this side letter agreement. If the City proposes any additional additions and/or deletions to MEO positions following the adoption of this agreement, the parties agree to meet and confer on those matters.

ARTICLE XII – LEAVE BENEFITS

G. Personal Time

Each full-time unit employee will be entitled to utilize a maximum of ten (10) hours as “personal time.”

- a. Supervisor approval is required to utilize Personal Time.
- b. Personal Time has no cash value.
- c. All Personal Time (10 hours) must be used by not later than June 30, 2021.
- d. No portion of unused Personal Time may be carried over beyond June 30, 2021.
- e. Part-time employees shall be granted ten (10) hours as Personal Time on a proportional hours computation to full-time equivalent employee status.
 - i. Half-time employees shall be granted a total of five (5) hours.
 - ii. Three-quarter employees shall be granted a total of seven and one half (7.5) hours.

ARTICLE XIV – DURING THE TERM OF THE AGREEMENT

A. COVID-19 Restructure Plan

To address the fiscal impacts from COVID-19, the City has worked to develop a comprehensive restructuring plan of City operations. Given the adjustments contemplated through this Side Letter of Agreement, no additional employee impacts will occur for Fiscal Year 2020/21.

Due to the volume of vacancies and open and promotional examinations needed as a result of the Separation Incentive Program and the COVID-19 Restructure Plan, both parties agree to modify the examination process for Fiscal Year 2020/21 as follows:

1. Management reserves the right to determine if a position will be advertised as a promotional or open recruitment. This decision may be appealed to the Personnel Director.
2. When the decision has been made to conduct a promotional examination, as long as one or more internal candidate applies who meets the minimum qualifications, the Hiring Manager may forego an open recruitment, certify, and appoint from this list.
3. The City will provide MEO with information regarding any promotional recruitment details.

Side Letter Implementation

Should the MOU between MEO and the City of Huntington Beach continue beyond October 31, 2020, either through a successor MOU or an extension of the current MOU, all terms and conditions of this side letter shall remain in full force and effect unless changes are mutually agreed to by both parties.

IN WITNESS WHEREOF, the parties have caused this SIDE LETTER AGREEMENT to be executed by and through their authorized officers on _____.

City of Huntington Beach

Management Employees Organization

By: _____
Oliver Chi
City Manager

By: _____
Debra Jubinsky
MEO President

By: _____
Travis Hopkins
Assistant City Manager

By: _____
Aaron Peardon
OCEA Representative

APPROVED AS TO FORM:

Michael Gates
City Attorney

MANAGEMENT EMPLOYEES' ORGANIZATION
EXHIBIT A – SALARY SCHEDULE

Job No	Job Description	Pay Grade	A	B	C	D	E
0025	Admin Analyst	MEO025	37.65	39.72	41.92	44.23	46.65
0084	Admin Analyst Principal	MEO084	46.91	49.48	52.21	55.07	58.10
0089	Admin Analyst Sr	MEO089	43.33	45.71	48.21	50.86	53.66
0622	Administrative Services Manager	MEO622	52.61	55.50	58.55	61.77	65.16
0626	Police Support Services Manager	MEO626	43.33	45.71	48.21	50.86	53.66
0078	Assistant City Attorney	MEO078	66.53	70.18	74.03	78.10	82.40
0132	Assistant City Clerk	MEO132	40.40	42.61	44.95	47.42	50.03
0595	Assistant Fire Marshal Fire Marshal	MEO595	48.33 60.49	50.99 63.82	53.79 67.33	56.76 71.02	59.86 74.93
0057	Assistant to the City Manager	MEO057	50.55	53.32	56.26	59.35	62.62
0123	Associate Civil Engineer	MEO123	43.75	46.15	48.69	51.37	54.20
0071	Associate Planner	MEO071	41.00	43.24	45.62	48.14	50.79
0569	Beach Maint Operations Mgr	MEO569	52.61	55.50	58.55	61.77	65.16
0044	Beach Operations Supervisor	MEO044	43.11	45.47	47.97	50.61	53.40
0064	Budget Analyst Senior	MEO064	41.62	43.90	46.33	48.87	51.56
0598	Building Manager	MEO598	60.49	63.82	67.33	71.02	74.93
0024	City Engineer	MEO024	68.87	72.67	76.66	80.87	85.33
0125	Code Enforcement Supervisor	MEO125	42.88 55.01	45.24 58.04	47.72 61.23	50.35 64.59	53.13 68.14
0471	Community Relations Officer	MEO471	46.91	49.48	52.21	55.07	58.10
0353	Community Services Manager	MEO353	52.61	55.50	58.55	61.77	65.16
0097	Construction Manager	MEO097	52.61	55.50	58.55	61.77	65.16
0085	Contract Administrator	MEO085	44.85	47.32	49.92	52.67	55.56
0081	Deputy City Attorney I	MEO081	43.75	46.15	48.69	51.37	54.20
0080	Deputy City Attorney II	MEO080	52.61	55.50	58.55	61.77	65.16
0079	Deputy City Attorney III	MEO079	60.49	63.82	67.33	71.02	74.93
0068	Deputy City Engineer	MEO068	58.69	61.92	65.34	68.93	72.72
0571	Deputy Dir of Econ Development	MEO571	59.60	62.87	66.33	69.99	73.83
0486	Detention Administrator	MEO486	43.33	45.71	48.21	50.86	53.66

MANAGEMENT EMPLOYEES' ORGANIZATION
EXHIBIT A – SALARY SCHEDULE

0621	Econ Development Manager	MEO621	55.01	58.04	61.23	64.59	68.14
0039	Econ Development Proj Mgr	MEO039	47.84	50.48	53.25	56.17	59.26
0580	Energy Project Manager	MEO580	47.84	50.48	53.25	56.17	59.26
0923	Environmental Services Manager	MEO923	47.84	50.48	53.25	56.17	59.26
0474	Facilities, Devel & Conc Mgr	MEO474	50.05	52.80	55.70	58.76	61.99
0050	Facilities Maint Supervisor	MEO050	43.11	45.47	47.97	50.61	53.40
0879	Finance Manager - Accounting	MEO879	54.20	57.17	60.33	63.65	67.14
0889	Finance Manager - Budget	MEO889	54.20	57.17	60.33	63.65	67.14
0899	Finance Manager - Fiscal Services	MEO899	54.20	57.17	60.33	63.65	67.14
0869	Finance Manager - Treasury	MEO869	54.20	57.17	60.33	63.65	67.14
0131	Fire Medical Coordinator	MEO131	42.65	45.00	47.49	50.09	52.86
0130	Fire Protection Analyst Deputy Fire Marshal	MEO130	42.65	45.00	47.49	50.09	52.86
0590	Fleet Operations Supervisor	MEO590	43.11	45.47	47.97	50.61	53.40
0581	General Services Manager	MEO581	58.13	61.32	64.70	68.25	71.99
0498	GIS Manager	MEO498	55.57	58.63	61.84	65.26	68.84
0043	Housing Manager	MEO043	55.01	58.04	61.23	64.59	68.14
0006	Human Resources Manager	MEO006	57.26 59.28	60.40 62.56	63.72 65.99	67.23 69.62	70.93 73.45
0489	Info Technology Mgr- Infrastructure	MEO489	55.57	58.63	61.84	65.26	68.84
0200	Info Technology Mgr-Operations	MEO200	55.57	58.63	61.84	65.26	68.84
0500	Info Technology Mgr-Systems	MEO500	59.60	62.87	66.33	69.99	73.83
0075	Inspection Manager	MEO075	53.37	56.32	59.42	62.69	66.14
0073	Inspection Supervisor	MEO073	45.53	48.03	50.67	53.46	56.40
0251	Investigator	MEO251	37.08	39.13	41.29	43.56	45.95
0158	Landscape Architect	MEO158	42.65	45.00	47.49	50.09	52.86
0049	Landscape Maint Supervisor	MEO049	43.11	45.47	47.97	50.61	53.40
0572	Liability Claims Coordinator	MEO572	38.99	41.13	43.40	45.80	48.31
0623	Operations Manager	MEO623	68.87	72.67	76.66	80.87	85.33
0030	Maintenance Operations Mgr	MEO030	58.13	61.32	64.70	68.25	71.99
0490	Network Systems Administrator	MEO490	49.78	52.53	55.41	58.47	61.69

MANAGEMENT EMPLOYEES' ORGANIZATION
EXHIBIT A – SALARY SCHEDULE

903	Parks Development Facilities Project Coordinator	MEO903	41.00	43.24	45.62	48.14	50.79
0443	Payroll Systems Analyst	MEO443	45.53	48.03	50.67	53.46	56.40
0098	Permit & Plan Check Manager	MEO098	60.49 55.01	63.82 58.04	67.33 61.23	71.02 64.59	74.93 68.14
0209	Permit & Plan Check Supervisor	MEO209	42.88	45.24	47.72	50.35	53.13
0453	Personnel Analyst	MEO453	37.47	39.53	41.70	43.99	46.42
0060	Personnel Analyst Principal	MEO060	46.91	49.48	52.21	55.07	58.10
0464	Personnel Analyst Senior	MEO464	42.65	45.00	47.49	50.09	52.86
0099	Plan Check Engineer	MEO099	51.06	53.86	56.82	59.96	63.25
0444	Planning Manager	MEO444	55.57	58.63	61.84	65.26	68.84
0625	Police Admin Division Svcs Mgr	MEO625	60.49	63.82	67.33	71.02	74.93
0594	Police Admin Services Manager	MEO594	48.33	50.99	53.79	56.76	59.86
0022	Police Communications Manager	MEO022	43.33	45.71	48.21	50.86	53.66
0094	Police Records Administrator	MEO094	43.33	45.71	48.21	50.86	53.66
0028	Principal Accountant	MEO028	44.18	46.62	49.17	51.88	54.73
0096	Principal Civil Engineer	MEO096	57.85	61.02	64.38	67.92	71.65
0072	Principal Electrical Inspector	MEO072	41.41	43.70	46.09	48.63	51.30
896	Principal Finance Analyst	MEO0896	47.84	50.48	53.25	56.17	59.26
0076	Principal Inspector Plb/Mech	MEO076	41.41	43.70	46.09	48.63	51.30
0482	Principal Librarian	MEO482	41.20	43.47	45.86	48.39	51.05
0074	Principal Planner	MEO074	52.86	55.77	58.83	62.08	65.48
0579	Project Manager	MEO579	47.84	50.48	53.25	56.17	59.26
0037	Project Manager Assistant	MEO037	41.00	43.24	45.62	48.14	50.79
0496	Public Safety Systems Manager	MEO496	56.41	59.51	62.78	66.23	69.87
0497	Public Safety Systems Supv	MEO497	54.47	57.47	60.63	63.95	67.48
0839	Real Estate & Project Manager	MEO839	47.84	50.48	53.25	56.17	59.26
0619	Risk Management Analyst	MEO619	37.47	39.53	41.70	43.99	46.42
0054	Risk Manager	MEO054	55.01	58.04	61.23	64.59	68.14
0069	Senior Civil Engineer	MEO069	48.83	51.51	54.34	57.33	60.48
0484	Senior Deputy City Attorney	MEO484	63.59	67.09	70.77	74.65	78.77
868	Senior Finance Analyst	MEO868	45.49	47.99	50.62	53.41	56.35

MANAGEMENT EMPLOYEES' ORGANIZATION
EXHIBIT A – SALARY SCHEDULE

499	Senior Info Technology Analyst	MEO499	49.55	52.28	55.14	58.18	61.38
0627	Senior Info Technology Manager	MEO627	63.20	66.68	70.35	74.22	78.30
0077	Senior Librarian	MEO077	35.47	37.43	39.49	41.65	43.94
0036	Senior Planner	MEO036	47.84	50.48	53.25	56.17	59.26
0575	Senior Sprvsr Cultural Affairs	MEO575	40.40	42.61	44.95	47.42	50.03
0578	Senior Sprvsr Human Services	MEO578	40.40	42.61	44.95	47.42	50.03
0519	Senior Risk Management Analyst	MEO519	42.65	45.00	47.49	50.09	52.86
0034	Senior Traffic Engineer	MEO034	48.83	51.51	54.34	57.33	60.48
0333	Senior Trial Counsel	MEO333	68.87	72.67	76.66	80.87	85.33
0457	Special Events Coordinator	MEO457	34.09	35.97	37.94	40.03	42.23
0488	Street Maint Supervisor	MEO488	43.11	45.47	47.97	50.61	53.40
0133	Supervisor, Prkng & Cmping Fac	MEO133	40.40	42.61	44.95	47.42	50.03
0033	Transportation Manager	MEO033	60.19	63.49	66.99	70.67	74.56
0051	Tree Maintenance Supervisor	MEO051	43.11	45.47	47.97	50.61	53.40
0483	Utilities Manager	MEO483	59.28	62.56	65.99	69.62	73.45
0487	Wastewater Supervisor	MEO487	43.11	45.47	47.97	50.61	53.40
0052	Water Distribution Supervisor	MEO052	43.11	45.47	47.97	50.61	53.40
0624	Water Distribution Superintendent	MEO624	47.84	50.48	53.25	56.17	59.26
0053	Water Production Supervisor	MEO053	43.11	45.47	47.97	50.61	53.40
0056	Water Quality Supervisor	MEO056	43.11	45.47	47.97	50.61	53.40