



Central Marin Police Authority
Staff Report

TO: Central Marin Police Authority Council

FROM: Michael A. Norton, Chief of Police

DATE: May 12, 2022

RE: RESOLUTION NO. 2022/11 - ASSIGNING A SALARY RANGE TO EACH FULL-TIME POSITION OF THE CENTRAL MARIN POLICE AUTHORITY FOR FISCAL YEAR 2022-2023

ACTION REQUESTED

That Council adopts Resolution No. 2022/11 to assign a salary range to each full-time position of the Central Marin Police Authority for fiscal year 2022-2023.

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 in FY 2021-2022 with the adoption of Central Marin Police Authority Resolution No. 2021/13 (refer to attachment #1).

Pursuant to the current Central Marin Police Authority Memorandum of Understanding and Central Marin Police Authority Resolution No. 2018/08 (refer to attachment #2), the salary range will change for the positions of Police Sergeant, Police Corporal, Police Officer, Public safety Records/Evidence Supervisor, Property Technician, Police Records Specialist and Police Officer Trainee effective the first full pay period in July 2022. For each position, the salary range will increase 3.0%.

On May 12, 2022, the Central Marin Police Council approved Resolution No. 2022/10 amending the salary range for the position of Police Chief (refer to attachment #3).

Pursuant to the current Central Marin Police Authority Management Contract and Central Marin Police Authority Resolution No. 2015/07 (refer to attachment #4), staff is recommending that the salary range change for the positions of Police Captain and Police Lieutenant, effective the first full pay period in July 2022. Staff recommends the same salary range increase for the positions of Captain and Lieutenant as were bargained for by the other job classifications under the Memorandum of Understanding mentioned above. For each position, the salary range



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would increase 3.0%. In addition, staff is recommending the salary range for the position of Lieutenant increase an additional 1.0% effective the first full pay period in January 2023.

Pursuant to the current Central Marin Police Authority Human Manager Summary of Compensation Offer and Central Marin Police Authority Resolution No. 2018/12 (refer to attachment #5), staff is recommending that the salary range change for the position of Human Resource Manager, effective the first pay period in July 2022. Staff recommends the salary range increase 3.0%.

The below listed salary range is effective the first full pay period in July 2022:

<u>POSITION</u>	<u>MONTHLY SALARY RANGE</u>		
Police Chief	\$14,100	to	\$18,237
Police Captain	\$11,473	to	\$15,169
Police Lieutenant	\$9,661	to	\$13,205
Police Sergeant	\$8,155	to	\$10,524
Police Corporal	\$6,998	to	\$9,193
Police Officer	\$6,656	to	\$8,755
Police Officer Trainee	\$5,911	to	\$5,911
Public Safety Comm/Records Sup	\$6,256	to	\$7,619
Police Records Specialist	\$4,677	to	\$6,031
Property Technician	\$3,927	to	\$5,874
Human Resources Manager	\$8,550	to	\$12,831

FISCAL IMPACT

There will be an increase in costs by adoption of this resolution. Some of the increased costs were previously approved in Resolution Nos. 2018/08 and 2022/10 and are contractual obligations of the Authority. They are included in the Authority’s adopted budget.

The costs include an increase in salary of 3.0% for the positions of Police Chief, Police Captain, Police Lieutenant, Police Sergeant, Police Corporal, Police Officer, Police Officer Trainee, Communications and Records Supervisor, Property Technician, Police Records Specialist, and Human Resources Manager effective the first full pay period in July 2022. The costs also include an additional increase in salary of 1.0% for the position of Police Lieutenant effective the first full pay period in January 2023.

RECOMMENDATION



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It is recommended for the Council to adopt Resolution No. 2022/11 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. 2021/13
2. Resolution No. 2018/08
3. Resolution No. 2022/10
4. Resolution No. 2015/07
5. Resolution No. 2018/12
6. Resolution No. 2022/11

**CENTRAL MARIN POLICE AUTHORITY
RESOLUTION NO. 2021/13**

**A RESOLUTION OF THE CENTRAL MARIN POLICE COUNCIL AMENDING THE
ESTABLISHED AUTHORIZED POSITIONS AND ASSIGNMENTS OF A SALARY
RANGE TO EACH POSITION FOR FISCAL YEAR 2021-2022**


BE IT RESOLVED by the Central Marin Police Authority Council that effective the first full pay period of July 2021, the following positions and salary ranges are hereby effective:

<u>POSITION</u>	<u>MONTHLY SALARY RANGE</u>		
Police Chief	\$13,698	to	\$17,706
Police Captain	\$11,139	to	\$14,727
Police Lieutenant	\$9,289	to	\$12,697
Police Sergeant	\$7,917	to	\$10,217
Police Corporal	\$6,794	to	\$8,925
Police Officer	\$6,462	to	\$8,500
Police Officer Trainee	\$5,739	to	\$5,739
Records and Evidence Supervisor	\$6,074	to	\$7,397
Police Records Specialist	\$4,541	to	\$5,855
Property Technician	\$3,813	to	\$5,703
Human Resources Manager	\$8,301	to	\$12,457


IT IS HEREBY CERTIFIED, that the foregoing resolution was duly adopted by the Central Marin Police Council at a regular meeting held on the 12th day of August 2021, by the following vote, to wit:

AYES: COUNCILMEMBERS: Greene, Fineman, Ravasio, Casissa, Haroff
 NOES: COUNCILMEMBERS: -NONE-
 ABSENT: COUNCILMEMBERS: WAY
 ABSTAIN: COUNCILMEMBERS: -NONE-

ATTEST:



 Rebecca Vaughn, Authority Clerk
 Central Marin Police Authority



 Ford Greene, Council Chair
 Central Marin Police Authority

**CENTRAL MARIN POLICE AUTHORITY
RESOLUTION NO. 2018/08**

**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 JULY 1, 2018 THROUGH JUNE 30, 2021**

WHEREAS, the Management Committee and the Central Marin Police Officers' Association have reached an agreement regarding a Memorandum of Understanding effective July 2, 2018 through June 20, 2021; and

WHEREAS, the parties hereby agree that all terms within the Memorandum of Understanding shall continue in 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 with regards 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 3rd day of May 2018 by the following vote, to wit:

AYES:	COUNCILMEMBERS:	Wright, Condon, Greene, Furst, Morrison, Chu
NOES:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS:	
ABSTAIN:	COUNCILMEMBERS:	
ATTEST:		



Zaneta Feleo, Authority Clerk
Central Marin Police Authority



John Wright, Council Chair
Central Marin Police Authority

RESOLUTION NO. 2022/10

**A RESOLUTION OF THE CENTRAL MARIN POLICE COUNCIL
AUTHORIZING THE MANAGEMENT COMMITTEE TO EXECUTE THE
FOURTH AMENDMENT TO THE EMPLOYMENT AGREEMENT
WITH THE CHIEF OF POLICE**

WHEREAS, the Chief of Police has an existing employment agreement with the Central Marin Police Authority; and

WHEREAS, "Amendment No. 4 to the Employment Agreement" is a proposed amendment to the existing employment agreement between the Management Committee and Chief Michael Norton that reflects the proposed compensation agreement for the Chief; and

NOW, THEREFORE, BE IT RESOLVED that the Police Council of the Central Marin Police Authority adopts Resolution 2022/10, at its regular meeting, May 12, 2022, authorizing the Management Committee to execute the proposed "Amendment No. 4 to the Employment Agreement".

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

ATTEST:

Rebecca Vaughn, Authority Clerk
Central Marin Police Authority

Bob Ravasio, 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



Central Marin Police Authority
Resolution 2015/07 Exhibit A

CLASSIFICATIONS WITHIN THE POLICE MANAGEMENT UNIT

The Central Marin Police Authority Management Unit ("Management Unit") is defined to include the following classifications:

Captain

Lieutenant



Central Marin Police Authority

Resolution 2015/07 Exhibit B

OUTLINE OF POLICE MANAGEMENT UNIT SALARIES AND BENEFITS

1. CONDITIONS OF EMPLOYMENT

a) Employment Status and Terms of Employment

Managers are unrepresented employees that serve in their management positions by assignment of the Police Chief and approval by the CMPA Management Committee. Members of the unit shall be supervised by the Police Chief or his or her designee. Consistent with the provisions of this outline and the annually adopted budget, the CMPA Management Committee shall assign salary and benefits to managers.

b) Comportment Consistent With the Policies, Practices, and Expectations of the Authority.

Managers are expected to comport themselves consistent with the policies, practices, and expectations of the Authority.

2. SALARY

The Authority recognizes the value of attracting and retaining qualified managers and is committed to providing a fair and competitive salary to management employees.

a) Annual Adoption of Salary Table

The Police Council, as part of its annual review and adoption of a budget, shall review and adopt salaries for managers.

b) Salary Adjustments

No later than the last working day of May, the Police Chief shall inform each manager if the proposed budget will include a recommendation for a salary adjustment for that manager. Recommendations for salary adjustments will be based on an assessment that shall include, but not be limited to, consideration of the following criteria:

- Performance reviews
- Market competitiveness
- Internal equity and compaction
- The Authority's financial condition



Central Marin Police Authority

Resolution 2015/07 Exhibit B

c) Performance Reviews

The Police Chief or his or her designee shall conduct a regular performance review of each manager consistent with the policies and procedures.

d) Market Competitiveness Review

The Management Committee shall provide the Management Unit with the methodology by which managers may conduct a market competitiveness review. This methodology shall be consistent with the methodology used in compensation discussions with the Central Marin Police Officers Association.

e) Acting Pay

When assigned in writing by the Police Chief to perform work in a higher classification for more than five (5) consecutive working days, a manager will be compensated for such assignment with no less than an additional 5.0% in salary.

3. BENEFITS

a) Conformity with the Central Marin Police Officers Association MOU

The following benefits shall be provided to managers in the manner described in the Central Marin Police Officers Association Memorandum of Understanding:

- Group Insurance
- Deferred Compensation
- Flexible Spending Accounts
- Uniform Allowance (equivalent to the rank of Detective)
- Educational Reimbursement
- Education Incentive Pay
- Physical Fitness Reimbursement

b) Use of Authority Vehicles

Managers may be assigned an Authority vehicle that they may use off-duty in accordance with Authority policies. Use of an Authority vehicle shall include for the purpose of travelling between the Manager's residence and work.

c) Use of Personal Vehicle

With authorization from the Police Chief, a manager may use his personal vehicle for work-related travel. In such instances, the manager may request reimbursement for mileage at the prevailing rate of the Internal Revenue Service.



Central Marin Police Authority

Resolution 2015/07 Exhibit B

4. LEAVE

a) Conformity with the Central Marin Police Officers Association MOU

The following leave benefits shall be provided to managers in the manner described in the Central Marin Police Officers Association MOU:

- Sick Leave
- Funeral Leave
- Jury Duty
- Leave of Absence without Pay
- Catastrophic Injuries/Illness Time Bank
- Use of Vacation Leave
- Pay for Vacation Time

b) Vacation Leave Accrual

i. *Rate of Accrual:* Managers shall accrue vacation leave with pay on a bi-weekly basis according to the following schedule:

0-10 years of service	15 days per year
11-14 years of service	20 days per year
15+ years of service	25 days per year

ii. *Maximum Accrual Threshold:* Employees may accrue up to thirty (30) days of vacation per calendar year. Only with the prior written permission of the Management Committee, may more than thirty (30) days of accumulated vacation be carried forward into the subsequent year. Without this permission, once an employee reaches the thirty (30) day maximum, they will not earn or accrue additional vacation time until their balance returns below the maximum.

c) Administrative Leave

It is the desire of the Authority to recognize the many additional hours of service its Management employees provide through an Administrative Leave program.

i. *Annual Allocation:* At the beginning of the fiscal year, managers shall be credited with five (5) days of annual administrative leave to be used to compensate for additional work performed outside the normal business day. (This allocation will be prorated for employment that begins after the start of the fiscal year.) Administrative leave may be taken as paid time off during the course of the fiscal year.



Central Marin Police Authority

Resolution 2015/07 Exhibit B

- ii. *Expiration of Administrative Leave:* Administrative leave must be used during the fiscal year granted.
- iii. *Award of Additional Administrative Leave:* Upon recommendation of the Police Chief, the Management Committee may grant up to five (5) days additional administrative leave per year for employees who have provided extraordinary levels of service outside normal business hours.

If the Police Chief and the Management Committee agree that sufficient funds are available in the current fiscal year budget, the manager may elect to receive this additional administrative leave as straight time pay rather than the additional time in the manager's administrative leave balance.

d) Holidays

The Authority recognized thirteen (13) holidays. Managers shall observe and receive paid time off for New Year's Day, Martin Luther King Jr.'s Birthday, Lincoln's Birthday, Washington's Birthday, Memorial Day, Independence Day, Admission Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, day after Thanksgiving, and Christmas Day.

Managers will be required to work on Admission Day, Columbus Day, and Lincoln's Birthday. In compensation for working these holidays, employees shall receive three (3) days of floating holiday time off. In addition, managers shall receive one (1) floating holiday to be used on or between the last working day prior to Christmas and the second working day after New Year's Day (with prior approval from the Police Chief). Floating holidays must be used in the fiscal year in which they were earned.

5. RETIREMENT PLAN

- a) **Conformity with the Central Marin Police Officers Association MOU**
Managers shall be provided with and subject to the same provisions for a retirement plan as are found in the Central Marin Police Officers Association MOU.
- b) **Medicare**
The Authority does not participate in Social Security for its full and part-time permanent employees. However, all employees hired after April 1986 are subject to the Medicare portion of Social Security which mandates that the



Central Marin Police Authority

Resolution 2015/07 Exhibit B

employee and the employer must contribute 1.45% of the employee's salary up to a maximum dollar amount.

c) Retiree Medical

Managers shall be provided with and subject to the same provisions for medical insurance in retirement as are found in the Central Marin Police Officers Association MOU.

**CENTRAL MARIN POLICE AUTHORITY
RESOLUTION NO. 2018/12**

**A RESOLUTION OF THE CENTRAL MARIN POLICE COUNCIL OF THE CENTRAL
MARIN POLICE AUTHORITY AUTHORIZING THE MANAGEMENT COMMITTEE
TO RECRUIT AND EMPLOY A HUMAN RESOURCES MANAGER**

WHEREAS, the Management Committee believes the Authority would benefit operationally and financially through the employment of a human resources manager; and

WHEREAS, the Authority does not require a full-time human resources manager; and

WHEREAS, Central Marin Fire, the Town of Corte Madera, and the City of Larkspur are interested in obtaining similar services.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the Central Marin Police Council approve the attached job specification, Exhibit A, and authorizes the Management Committee to recruit for a human resources manager.

IT IS FURTHER RESOLVED, that the Central Marin Police Council authorizes the Management Committee to employ a human resources manager for a starting salary up to the midpoint of the range indicated in the attached Exhibit B upon execution of agreements with Central Marin Fire, the Town of Corte Madera, and the City of Larkspur to share proportionately in the cost of the position.

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 3rd day of May 2018 by the following vote, to wit:

AYES:	COUNCILMEMBERS:	Wright, Condon, Greene, Furst, Morrison, Chu
NOES:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS:	
ABSTAIN:	COUNCILMEMBERS:	
ATTEST:		



Zaneta Feleo, Authority Clerk
Central Marin Police Authority



John Wright, Council Chair
Central Marin Police Authority

CENTRAL MARIN POLICE AUTHORITY

EXHIBIT A

Salary and Compensation

Salary Range

Central Marin Human Resources Manager	\$92,500 to \$138,817.60
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Benefits will be consistent with those benefits provided to the Authority's represented miscellaneous employees.

Administrative Leave will be provided to the position consistent with the Administrative Leave provided to sworn management positions.

**CENTRAL MARIN POLICE AUTHORITY
RESOLUTION NO. 2022/11**

**A RESOLUTION OF THE CENTRAL MARIN POLICE COUNCIL ESTABLISHING
AUTHORIZED POSITIONS AND ASSIGNING A SALARY RANGE TO EACH
POSITION FOR FISCAL YEAR 2022-2023**

BE IT RESOLVED by the Central Marin Police Authority Council that effective the first full pay period of July 2022, the following positions and salary ranges are hereby effective:

<u>POSITION</u>	<u>MONTHLY SALARY RANGE</u>		
Police Chief	\$14,100	to	\$18,237
Police Captain	\$11,473	to	\$15,169
Police Lieutenant	\$9,661	to	\$13,205
Police Sergeant	\$8,155	to	\$10,524
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Property Technician	\$3,927	to	\$5,874
Human Resources Manager	\$8,550	to	\$12,831

IT IS HEREBY CERTIFIED, that the foregoing resolution was duly adopted by the Central Marin Police Council at a regular meeting held on the 12th day of May 2022, by the following vote, to wit:

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

ATTEST:

Rebecca Vaughn, Authority Clerk
Central Marin Police Authority

Bob Ravasio, Council Chair
Central Marin Police Authority