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# City of Bell

  

## Draft Final Compensation Report

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# Table of Contents

I. Introduction..... 2

II. Project Scope and Work Plan ..... 2

III. Compensation Study Parameters ..... 3

IV. Survey Results..... 6

V. Private Sector Data.....13

VI. Supplemental Survey Components.....14

VII. Summary .....19

  

Appendix A –Total Cost of Compensation Data Sheets

  

Appendix B – Benefits Summary Sheets – Miscellaneous Employees

  

Appendix C – Benefits Summary Sheets – Safety/Police Officer Employees

## I. Introduction

CPS HR Consulting was retained by the City of Bell [the “City”] to conduct a City-wide total compensation study. The objective of this study was to determine how competitive the City is in its labor market by collecting and analyzing maximum monthly base salary and elements of total compensation for thirty three job classifications. This Draft Final Compensation Report outlines the project scope and work plan, the methodologies utilized in data collection and analysis, and an overview of the results of the labor market base salary and total compensation analyses. The data collection time period for this study was January through February, 2012.

## II. Project Scope and Work Plan

In order to complete the study, the following tasks were completed:

- The review and finalization of the project scope including the determination of survey classes and the labor market agencies to be surveyed. *[completed]*
- Development of the compensation survey parameters and survey instrument and distribution of the survey to the City’s labor market agencies. The survey instrument included a brief description of each classification requesting the monthly minimum and maximum salary for each class. The survey form also included information on various components of total compensation including cash add-ons, health and welfare benefits, premium pays, and retirement practices. *[completed]*
- The review and analysis of all compensation and benefits data submitted by the labor market agencies. In addition to the survey data received, where available, the consultants reviewed labor market agency salary schedules, organization charts, classification specifications, benefits summaries and related documentation to ensure the data collected and the proposed comparables were accurate. *[completed]*
- Based upon a detailed review of the submitted data, the consultants contacted each labor market agency requesting clarification on compensation or benefits issues in order to ensure data was accurate. *[completed]*
- Preparation of a Draft Compensation Report for client review and comments. *[completed]*
- Review and resolution of issues arising from client review of the Draft Compensation Report. *[completed]*
- Preparation of a Draft Final Compensation Report. *[completed]*
- Prepare a Final Compensation Report. *[to be completed after review and acceptance by City Council]*

### III. Compensation Study Parameters

The first step in conducting a compensation survey is to determine the basic parameters for the survey. These parameters included:

- Confirmation of the City’s compensation policy
- Labor market agencies
- Survey classifications
- Scope of the survey

#### **City’s Compensation Policy**

The City’s compensation policy is a reflection of its goals and objectives in recruiting and retaining qualified staff to manage and perform the functions necessary to conduct the City’s business. The selection of labor market agencies and the labor market position [the point in the labor market at which the City wishes to set its salaries, e.g. market median, mean, or another percentile] are two important policy decisions when developing a compensation plan.

The labor market analysis for this Draft Final Compensation Report was conducted relative to the median of the market. The labor market median, which is described as the “middle” of the market, is the data point at which half of the complete range of data [excluding the City’s data] is higher, and half of the complete range of data [excluding the City’s data] is lower. The data sheets presented in Appendix A provide analyses to the median and the mean [which is an average of all of the market agencies excluding the City’s data] of the market.

#### **Labor Market Agencies**

Based on recommendations from CPS HR, and modifications recommended and approved by City Council, the labor market agencies in Table 1 were surveyed for the total compensation study.

<b>TABLE 1 City of Bell Labor Market Agencies</b>
City of Bell Gardens
City of Covina
City of Cypress
City of Cudahy

TABLE 1 City of Bell Labor Market Agencies
City of Huntington Park
City of La Mirada
City of Lawndale
City of Lynwood
City of Monterey Park
City of Paramount
City of Pico Rivera
City of Placentia
City of San Gabriel
County of Los Angeles <sup>1</sup>

<sup>1</sup> – The County of Los Angeles was only surveyed for the Police Officer classification

Study timing meant that most agencies were unable to respond due to their pressing work load and more critical priorities; for that reason, much of the survey completion was undertaken by CPS HR with supporting documentation from agencies, when available. While salary survey data and supporting documentation is often available from public sector agencies, and can be downloaded or requested, many of the smaller cities within the City of Bell’s labor market do not maintain online documents and are working with minimal human resources’ staff. Thus despite our many efforts to collect data, the following should be noted with respect to the labor market agencies surveyed:

- The City of Cudahy did not respond to any requests to participate in the survey, nor did they provide CPS HR with the data/information needed to prepare the survey response on behalf of the City.
- The City of Pico Rivera provided CPS HR with identification of comparable classifications and base salary data but has not responded to our multiple requests for benefits data.

**Survey Classifications**

<b>TABLE 2 City of Bell Total Compensation Survey Survey Classifications</b>
<b><u>Management</u></b>
Accounting Manager
Chief Administrative Officer
Chief of Police
City Clerk
Director of Community Development
Director of Community Services
Director of Finance
Management Analyst
Mobile Home Parks Manager
<b><u>Miscellaneous</u></b>
Account Clerk
Account Technician
Associate Planner
Building Inspector
Code Enforcement Officer
Facilities Maintenance Technician
Facilities Maintenance Coordinator
Housing Rehabilitation Technician
Housing Specialist
Jail Supervisor
Office Assistant
Parking Control Officer
Police Dispatcher
Police Records Clerk
Property Clerk
Public Services/Permit Technician
Recreation Supervisor
<b><u>Part-Time</u></b>
Office Aide
Office Clerk

<b>TABLE 2 City of Bell Total Compensation Survey Survey Classifications</b>
Police Cadet
Police Reservist
Recreation Assistant
Recreation Leader
<b><u>Safety</u></b>
Police Officer

**Scope of the Survey**

The data that was collected from each agency included:

- Title of each comparable classification
- Minimum and maximum monthly salaries for each comparable class
- Cash add-ons including deferred compensation, longevity pay, assignment pay, educational incentives and retirement pickup
- Details of employer health programs including:
  - Cafeteria plan practices
  - Employer contribution to most commonly used medical, dental and vision plans
  - Employee contribution to most commonly used medical, dental and vision plans
  - Employer contributions to life insurance and long term disability
- Employer retirement practices, including
  - Type of program offered
  - Benefit offered [e.g. 2%@55, etc.] if applicable
  - Benefit formula [e.g. average of three years, single highest year]
  - Agency contribution to the retirement plan
  - Agency benefit and contribution to retiree health
- Social security contributions
- Leave practices including accrual rates and cash out policies

**IV. Survey Results**

As indicated in the previous section, the survey involved the collection of base salary and total compensation data for the City’s classifications from each of the selected labor market agencies. Detailed results of the base salary and total compensation analyses are presented in

the attached labor market data sheets in Appendix A of this report. If an agency reported no comparable class or if a review of the duties and responsibilities assigned to the reported class indicated that it was not comparable, the designation of “No Comparable Class” was utilized.

The designation of “Market Check” has been entered into the data sheets as the classification title for the City of Bell in circumstances where the City may not currently have that classification, or, if such a classification does exist, there may not be an established salary level for the City’s classification. The resulting analysis provides the market value of the surveyed classification, but does not provide a corresponding City salary/median analysis.

When conducting a salary survey, the intent is to provide general market trends by comparing the span of control, duties and responsibilities, and knowledge, skills and abilities requirements to determine whether these are comparable enough to utilize as a match. With a balanced labor market and the use of whole job analysis, it is reasonable to assume that while some matches will have slightly higher responsibilities and some matches will have slightly lower responsibilities, the overall scope of duties and responsibilities of the combined matches will be balanced. The use of the labor market median as the market comparison point further minimizes the possibility of data being skewed by higher or lower paying agencies.

There are several areas that the City should be aware of with regard to the survey data provided in the following sections:

- **City Clerk** – There were few relevant matches for this classification for the following reasons; the first is that some cities have an elected part-time City Clerk who receives a stipend. The second is that some cities have a full-time City Clerk position, some of which are management level positions. The City Clerk for Bell is a part-time position, made full-time by the assignment of additional administrative duties. For that reason, we do not consider the matches to be comparable to the City’s position and have not included the data within this report.
- **Housing Rehabilitation Technician and Housing Specialist** – Limited housing functions were found within the labor market. Where a housing function did exist, it was often staffed with classifications different than those used by the City of Bell; for those reasons, limited comparables were identified and these datasheets have not been provided.
- **Jail Supervisor** – Minimal comparables were identified, therefore this datasheet has not been provided.
- **Mobile Home Park Manager** – No comparables were identified within the labor market.
- **Part-time Classifications Surveyed** – With the exception of the Recreation Leader, minimal comparable data was available for the surveyed part time classifications; therefore datasheets for these part-time classifications have not been provided.

In order to provide the City with a summary of study results, Table 3 [Base Salary Results] and Table 5 [Cost of Total Compensation] display the following information:

- The title of the City’s survey classification.
- The current City maximum monthly salary for the survey classification.
- The number of comparable classes identified within the analysis.
- The labor market median monthly maximum salary – this calculation is based upon the maximum monthly salary for each of the comparable classes; the middle of that range of data is then computed to provide the median amount.
- The percentage the City’s maximum monthly salary for the survey classification is above or below the median of the labor market; this number indicates what percentage of the City’s salary is required to move it up or down to the market median.

<b>TABLE 3 City of Bell Compensation Survey Base Salary Results</b>				
<b>Classification</b>	<b>City Maximum Base Salary</b>	<b># of matches</b>	<b>Labor Market Median</b>	<b>% City Above or Below Labor Market Median</b>
Account Clerk	\$3,673	9	\$3,968	-8.03%
Account Technician [Market Check]	N/A	10	\$4,394	N/A
Accounting Manager	\$9,963	4	\$7,924	20.47%
Associate Planner	\$4,567	10	\$6,153	-34.73%
Building Inspector	\$4,567	7	\$5,457	-19.49%
Chief Administrative Officer [Market Check]	N/A	11	\$16,625	N/A
Chief of Police [Market Check]	N/A	7	\$14,650	N/A
Code Enforcement Officer	\$4,189	11	\$5,081	-21.29%
Director of Community Development [Market Check]	N/A	10	\$11,877	N/A
Director of Community Services [Market Check]	N/A	10	\$11,389	N/A
Director of Finance [Market Check]	N/A	10	\$11,847	N/A

<b>TABLE 3</b> <b>City of Bell</b> <b>Compensation Survey</b> <b>Base Salary Results</b>				
<b>Classification</b>	<b>City Maximum Base Salary</b>	<b># of matches</b>	<b>Labor Market Median</b>	<b>% City Above or Below Labor Market Median</b>
Facilities and Maintenance Coordinator [Market Check]	N/A	10	\$6,324	N/A
Facilities Maintenance Technician	\$5,364	12	\$4,301	19.82%
Management Analyst	\$5,322	11	\$5,711	-7.31%
Office Assistant	\$3,037	11	\$3,583	-17.98%
Parking Control Officer	\$4,189	10	\$4,074	2.75%
Police Dispatcher	\$4,763	6	\$4,748	0.33%
Police Officer	\$6,303	8	\$6,380	-1.23%
Police Records Clerk	\$3,037	6	\$3,778	-24.38%
Property Clerk	\$4,634	7	\$4,865	-4.98%
Public Services/Permit Technician [Market Check]	N/A	10	\$4,447	N/A
Recreation Leader <sup>1</sup>	\$2,832	10	\$2,204	22.18%
Recreation Supervisor	\$4,848	9	\$5,706	-17.70%

<sup>1</sup> The Recreation Leader is a part –time classification; salaries reported are based on annualizing hourly rates.

Table 4 provides an additional analysis which shows where the salary level for the City of Bell resides within the full array of data for all agencies on the surveyed classifications. The table is organized as follows:

- The title of the City’s survey classification.
- The number of data points including the City’s range maximum salary
- The lowest range maximum salary within the data array
- The highest range maximum salary within the data array

- The ranked position of the City of Bell’s salary based on a low/high ranking, i.e. 1 is the lowest position and in a range of 10 data points, 10 would be the highest ranking.

<b>TABLE 4 City of Bell Compensation Survey Base Salary Ranking</b>				
<b>Classification</b>	<b># of Data Points [including Bell]</b>	<b>Range Max. Low Salary</b>	<b>Range Max High Salary</b>	<b>Bell Ranking [Low to High]</b>
Account Clerk	10	\$3,003	\$4,375	3
Account Technician [Market Check]	10	\$3,474	\$5,230	No rank [market check]
Accounting Manager	5	\$7,833	\$10,984	4
Associate Planner	11	\$4,567	\$7,169	1
Building Inspector	8	\$4,546	\$6,923	2
Chief Administrative Officer [Market Check]	11	\$13,750	\$19,167	No rank [market check]
Chief of Police [Market Check]	7	\$13,621	\$15,500	No rank [market check]
Code Enforcement Officer	12	\$4,123	\$5,898	2
Director of Community Development [Market Check]	10	\$9,323	\$14,650	No rank [market check]
Director of Community Services [Market Check]	10	\$9,323	\$14,650	No rank [market check]
Director of Finance [Market Check]	10	\$10,433	\$14,650	No rank [market check]
Facilities and Maintenance Coordinator [Market Check]	10	\$5,060	\$7,282	No rank [market check]
Facilities Maintenance Technician	13	\$3,391	\$5,396	12
Management Analyst	12	\$4,144	\$6,827	3
Office Assistant	12	\$2,357	\$4,167	3
Parking Control Officer	11	\$3,203	\$4,865	8

TABLE 4 City of Bell Compensation Survey Base Salary Ranking				
Classification	# of Data Points [including Bell]	Range Max. Low Salary	Range Max High Salary	Bell Ranking [Low to High]
Police Dispatcher	7	\$4,527	\$5,711	4
Police Officer	9	\$6,154	\$7,186	3
Police Records Clerk	7	\$3,037	\$4,739	1
Property Clerk	8	\$3,901	\$5,196	4
Public Services/Permit Technician [Market Check]	10	\$3,310	\$5,609	No rank [market check]
Recreation Leader	11	\$1,472	\$2,832	11
Recreation Supervisor	10	\$4,681	\$6,953	2

### **Benchmark Classifications**

The following provides an overview of information the City should be aware of when reviewing the data collected for each of the survey classifications displayed in Appendix A.

- **Account Technician** – In many agencies this level of work was assigned specialized payroll functions.
- **Accounting Manager** – There were few matches for this classification; given their size, most agencies did not have this management level within their finance division.
- **Director of Community Services** – Matches reflect the department head over the community services/recreation function.
- **Management Analyst** – Matches reflect a journey level analyst; assignments could be to either the City Manager’s office or other City departments.
- **Office Assistant** – Matches reflect a journey level clerical support position.

In addition to base salary survey results, a total compensation analysis was conducted for all survey classes. This analysis reflects how each classification compares against matched positions in the market once base salary and the value of cash supplements [such as deferred compensation and retirement pickup], agency contributions to health and insurance programs, and retirement plan contributions are taken into consideration. A summary of the results is

displayed in Table 5. Table 5 follows the same format and the data is displayed in the same manner as in Table 3.

<b>TABLE 5 City of Bell Compensation Survey Cost of Total Compensation</b>				
<b>Classification</b>	<b>City Maximum Total Comp</b>	<b># of matches</b>	<b>Labor Market Median</b>	<b>% City Above or Below Labor Market Median</b>
Account Clerk	\$6,179	8	\$5,831	5.63%
Account Technician [Market Check]	N/A	10	\$6,778	N/A
Accounting Manager	\$14,403	4	\$10,989	23.70%
Associate Planner	\$7,348	9	\$8,822	-20.07%
Building Inspector	\$7,348	6	\$8,500	-15.69%
Chief Administrative Officer [Market Check]	N/A	10	\$21,484	N/A
Chief of Police [Market Check]	N/A	7	\$22,433	N/A
Code Enforcement Officer	\$6,854	10	\$7,331	-6.96%
Director of Community Development [Market Check]	N/A	9	\$15,521	N/A
Director of Community Services [Market Check]	N/A	9	\$14,972	N/A
Director of Finance [Market Check]	N/A	9	\$15,094	N/A
Facilities and Maintenance Coordinator [Market Check]	N/A	9	\$8,766	N/A
Facilities Maintenance Technician	\$8,390	11	\$6,404	23.67%
Management Analyst	\$8,335	10	\$8,305	0.36%
Office Assistant	\$5,348	10	\$5,369	-0.41%
Parking Control Officer	\$6,854	9	\$6,368	7.08%

TABLE 5 City of Bell Compensation Survey Cost of Total Compensation				
Classification	City Maximum Total Comp	# of matches	Labor Market Median	% City Above or Below Labor Market Median
Police Dispatcher	\$7,604	6	\$7,330	3.60%
Police Officer	\$10,410	8	\$11,220	-7.78%
Police Records Clerk	\$5,348	6	\$5,871	-9.79%
Property Clerk	\$7,435	7	\$6,867	7.64%
Public Services/Permit Technician [Market Check]	N/A	9	\$6,280	N/A
Recreation Leader <sup>1</sup>	\$5,080	10	\$3,637	28.39%
Recreation Supervisor	\$7,715	8	\$7,950	-3.04%

<sup>1</sup> The Recreation Leader is a part-time classification and salaries reported were based upon annualizing hourly rates. Further, the intent of the total compensation analysis is to demonstrate the impact of the cost of benefits programs for each survey classification, but it should be noted that in many agencies, part-time classifications are **not** eligible to receive benefits, so this analysis should be reviewed with that caveat.

## V. Private Sector Data

CPS HR also conducted a private sector compensation analysis utilizing the Economic Research Institute [ERI] database. This analysis was conducted for survey classifications where there were matches in the database. This analysis reflects how the public sector labor market median for each classification compares against matched positions in the private sector based upon the data available within the ERI database. This database provides salary levels for most business and administrative classifications, but not for all government specific jobs. In order to provide the City with a summary of study results, Table 6 [Private Sector Data Results] displays the following information:

- The title of the City’s survey classification.
- The labor market median of all public sector matches.
- The title of the comparable identified within the ERI database.

- The average monthly salary for all data collected for the classification within the ERI database.
- The percentage the public sector labor market median is above or below ERI's average monthly salary.

<b>TABLE 6 City of Bell Compensation Survey Private Sector Data Results</b>				
Classification	Labor Market Median	ERI Comparable Title	Average Salary	%-age Median/Avg Salary ERI
Account Clerk	\$3,968	Accounts Payable and Receivable Clerk	\$3,298	+16.89%
Account Technician	\$4,394	Accounting Technician	\$4,467	-1.66%
Accounting Manager	\$7,924	Accounting Manager	\$8,539	-7.76%
Administrative Specialist	N/A	Administrative Secretary	\$4,941	N/A
Associate Planner	\$6,153	Urban Planner	\$6,025	+2.08%
Facilities Maintenance Coordinator	\$6,324	Building and Facilities Supervisor	\$6,235	+1.41%
Facilities Maintenance Technician	\$4,301	Building Maintenance Worker	\$4,025	+6.42%
Management Analyst	\$5,711	Budget Analyst	\$5,981	-4.73%
Office Assistant	\$3,583	Clerk Typist	\$3,163	+11.72%

## VI. Supplemental Survey Components

In addition to the base salary and total compensation data presented in the datasheets provided within Appendix A, CPS HR collected the following benefit information for all miscellaneous classifications displayed in table format, presented in Appendix B.

- Table B1 – Retirement Practices – Each agency was asked to provide information on retirement pick-up, retirement benefit, retirement formula, and social security practices. The following outlines CPS HR’s findings with regard to these benefits.
  - Of the eleven agencies who responded, six pick up the entire employee’s contribution to retirement, as is the City of Bell’s practice.
  - Overall the City of Bell’s PERS employer contribution rate for miscellaneous employees is the second highest, falling only slightly behind the City of Lynwood’s rate of 21.822%.
  - Of the ten agencies who responded to this retirement component, the majority, [six cities] provide the retirement benefit of 2%@55. Two agencies provide a benefit of 2.5%@55, one agency provides a retirement benefit of 2.7%@55, and one agency provides a retirement benefit of 3%@60. The City of Bell’s benefit is 2.7%@55.
  - Of the ten agencies who responded to the retirement formula question, eight have a single highest year formula, one had an average of the three highest years formula, and one has a three year final compensation formula. The City’s formula is single highest year, which is consistent with the practices of other agencies.
  - Of the eleven agencies who responded to the social security practices question, all participate in Medi-Care only, with a rate of 1.45%.
- Table B2 – Deferred Compensation, Longevity Pay and Educational Incentive Pay Practices- Each agency was asked to provide their practices with regard to deferred compensation, longevity and educational incentive pay practices. The following outlines CPS HR’s findings with regard to these benefits.
  - Of the eleven agencies who responded, only one indicated that they currently offer a deferred compensation contribution. The City of Bell’s practice of not providing a contribution to deferred compensation is consistent with this market trend.
  - Five of the eleven agencies indicated they offer some form of longevity benefit; three of these cities offer longevity benefits at or before the ten year mark. The City of Bell’s practice of not providing longevity pay is consistent with the majority of agencies, although the practice is mixed.
  - Only three of the agencies indicated they offer some form of education incentive available to miscellaneous classes. The City of Bell’s practice of not offering an education incentive is consistent with market trends.
- Table B3 – Long Term Disability and Life Insurance Practices – Each agency was asked to provide their practices with regard to employer funded long term disability and life insurance.
  - Of the ten agencies who responded, eight indicated that they provide long term disability program benefits. The City of Bell’s current practice of not providing benefits in this area is lower than market trends.
  - All eleven agencies provide life insurance benefits to their employees with the benefit ranging from \$40,000 to \$100,000 with some agencies providing one times

the annual salary. The City of Bell's practice of providing a benefit of \$100,000 is consistent with market trends.

- Table B4 – Health Insurance Practices – Each agency was asked to provide their practices with regard to the amount paid by both the employer and employee for the most commonly selected medical, dental and vision insurance plans for full family coverage.
  - Of the eleven agencies who responded, employer contributions to medical insurance for full family coverage ranged from \$650 to \$1,766 monthly; five agencies pay the full cost of coverage, the City of Bell's current practice.
  - Ten of the eleven agencies pay some portion of the cost of employee dental coverage and eight of the agencies pay the full cost of dental coverage. The City of Bell's practice of paying the full cost of dental coverage is consistent with market trends.
  - Ten of the eleven agencies provide some form of standard vision insurance. Based on the data available CPS HR was able to confirm that five of the agencies surveyed pay the full cost of vision insurance for all of their employees, consistent with the City of Bell's practice.
- Table B5 and B6 – Vacation Leave Practices – Each agency was asked to provide their practices with regard to the amount of vacation accrued at 1, 5, 10, 15, and 20 years of service.
  - Of the eleven cities providing data, in year 1, the majority provide 80 hours of vacation leave for both general and management employees. The City of Bell's practice of providing 96 hours of vacation leave in year 1 exceeds current trends.
  - Additionally, when looking at the vacation accruals provided for 20 years of service and beyond, the City of Bell currently offers the greatest benefit available at 256 hours. The majority of the cities surveyed provide an annual maximum accrual of 160 hours with 20 years of service.
- Table B7 – Additional Leave Practices – Each agency was asked to provide their practices with regard to the cash out policy for vacation leave, accrual rate and cash-out policy for sick leave, accrual rate for administrative leave and accrual rate for holidays.
  - Sick leave – Of the ten agencies who responded, the majority provide twelve days of sick leave per year, consistent with the City's practice.
  - Sick leave and vacation cash out practices during employment - Of the agencies who responded, eight have a policy with provisions for sick leave cash out, and seven have provisions for vacation cash out. While the City of Bell does not have such provisions, these practices can result in accruals which may be inconsistent with the City's fiscal goals.
  - Holidays – Of the eleven agencies who responded, there is no predominant practice – four agencies provide twelve days per year; three agencies provide less than twelve days and four agencies provide more than twelve days.

- Administrative Leave – Of the nine agencies who responded, seven provide some level of leave which varies based on the employee group. The City’s practice of not providing administrative leave for exempt employees is below market trends.
- Table B8 – Retiree Health Practices – Each agency was asked to provide their practices with regard to policy and benefit received for health care by retired workers.
  - Of the eleven agencies who responded, two do not provide this benefit for new employees.
  - Of the remaining nine agencies, all provide a benefit ranging from \$75 per month to the same amount as provided to current employees. There are also varying vesting practices.

Appendix C provides in table format an overview of the following benefit information for sworn safety employees, specifically the Police Officer classification.

- Table C1 – Retirement Practices – Each agency was asked to provide information on retirement pick-up, retirement benefit, retirement formula, and social security practices. The following outlines CPS HR’s findings with regard to these benefits.
  - Of the eight agencies who responded, two pick up a portion of the employee’s contribution and three pick up the entire employee’s contribution to retirement, as is the City of Bell’s practice.
  - Overall the City of Bell’s PERS employer contribution rate for safety employees is lowest [the City of Bell and the City of Covina currently have the lowest rate at 23.006%].
  - Of the seven agencies who responded, the majority, [four cities] provide the retirement benefit of 3%@50; two agencies provide a retirement benefit of 3%@55 and one agency provides a retirement benefit of 2%@50. The City of Bell’s retirement benefit is 3%@55.
  - Of the eight agencies who responded to the retirement formula question, six have a single highest year formula, one has an average of the three highest years formula, and one has a twelve month average formula. The City’s formula is single highest year, which is consistent with the practices of other agencies.
  - Of the eight agencies who responded to the social security practices question, all participate in Medi-Care only, with a rate of 1.45%.
- Table C2 – Deferred Compensation and Certification/Educational Incentive Pay Practices- Each agency was asked to provide their practices with regard to deferred compensation and certification/educational incentive pay practices. The following outlines CPS HR’s findings with regard to these benefits.
  - Of the eight agencies who responded, only one indicated that they currently offer a deferred compensation contribution. The City of Bell’s practice of not providing a contribution to deferred compensation is consistent with this market trend.

- Of the eight agencies who responded, all eight indicated they offer certification/educational incentives. Only two of the agencies indicated they offer an education incentive for Advanced POST certification higher than the City of Bell and only one agency indicated they offer an education incentive for a bachelor's degree at a percentage of salary as high as the City of Bell. The City of Bell's practice with regard to education incentives for Police Officers currently leads market trends.
- Table C3 – Assignment Pay Differentials and Longevity Pay Practices – Each agency was asked to provide their practices with regard to assignment pay differentials and longevity pay practices. The following outlines CPS HR's findings with regard to these benefits.
  - Of the seven agencies surveyed for assignment pay practices all seven provide some form of assignment pay. However, the City of Bell's practice of providing assignment pay differentials of 10% of salary is higher than market trends.
  - Four of the eight agencies indicated they offer some form of longevity benefit; only one of these agencies offers longevity benefits at or before the 10 year mark. The City of Bell's practice of not providing longevity pay is consistent with many of the agencies, although the practice is mixed.
- Table C4 – Long Term Disability and Life Insurance Practices – Each agency was asked to provide their practices with regard to employer funded long term disability and life insurance.
  - Of the seven agencies who responded, five indicated that they provide long term disability program benefits. The City of Bell's current practice of not providing benefits in this area is lower than market trends.
  - Of the eight agencies who responded, seven indicated they provide life insurance benefits to their employees with the benefit ranging from \$50,000 to \$100,000 with some agencies providing one times the annual salary. The City of Bell's practice of providing a benefit of \$50,000 is slightly lower than market trends.
- Table C5 – Health Insurance Practices – Each agency was asked to provide their practices with regard to the amount paid by both the employer and employee for the most commonly selected medical, dental and vision insurance plans for full family coverage.
  - Of the eight agencies who responded, employer contributions to medical insurance for full family coverage ranged from \$400 to \$1,562 monthly; four agencies pay the full cost of coverage, the City of Bell's current practice.
  - Seven of the eight agencies pay some portion of the cost of employee dental coverage and five of the agencies pay the full cost of dental coverage. The City of Bell's practice of paying the full cost of dental coverage is consistent with market trends.
  - All of the agencies provide some form of standard vision insurance. Based on the data available CPS HR was able to confirm that five of the agencies surveyed pay the

full cost of vision insurance for all of their employees, consistent with the City of Bell's practice.

- Table C6 – Vacation Leave Practices – Each agency was asked to provide their practices with regard to the amount of vacation accrued at 1, 5, 10, 15, and 20 years of service.
  - Of the eight agencies providing data, in year 1, the majority provide 80 hours of vacation leave. The City of Bell's practice of providing 120 hours of vacation leave in year 1 exceeds current trends.
  - Additionally, when looking at the vacation accruals provided for 20 years of service and beyond, the City of Bell currently offers the greatest benefit available at 264 hours. Four of the eight responding agencies provide an annual maximum accrual of 160 hours with 20 years of service.
- Table C7 – Additional Leave Practices – Each agency was asked to provide their practices with regard to the cash out policy for vacation leave, accrual rate and cash-out policy for sick leave and accrual rate for holidays.
  - Sick leave – Seven of the eight agencies who responded provide twelve days of sick leave per year, consistent with the City's practice.
  - Sick leave and vacation cash out - Of the eight agencies who responded, five have a policy with provisions for sick leave cash out, and five have provisions for vacation cash out. While the City of Bell does not have such provisions, these practices can result in accruals which may be inconsistent with the City's fiscal goals.
  - Holidays – Of the eight agencies who responded, one agency provides ten days per year, one agency provides eleven days per year, three agencies provide twelve days per year, and three agencies provide thirteen days per year.

## VII. Summary

The above sections of this report provide detailed information concerning the scope of the project, the methodology used to complete the base salary and total compensation study, as well as the results of the study, which show where the City stands in comparison to the labor market. Once the City Council has adopted or amended the findings and recommendations in this Draft Final Compensation Report, CPS HR will issue the Final Compensation Report.

**Appendix A –Total Cost of Compensation Data Sheets**

**Appendix B – Benefits Summary Sheets – Miscellaneous Employees**

**Appendix C – Benefits Summary Sheets – Safety/Police Officer  
Employees**

**Property Clerk**

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Total Cash	Cafeteria Plan	Health	Dental	Vision	Life	Disability	Total Cash plus Health	Retirement	Social Security	Monthly Total Compensation
<i>City of Bell</i>	<i>Office Coordinator</i>	<b>\$3,812</b>	<b>\$4,634</b>			<b>\$371</b>	<b>\$5,005</b>		<b>\$1,211</b>	<b>\$120</b>	<b>\$28</b>	<b>\$18</b>		<b>\$6,382</b>	<b>\$987</b>	<b>\$67</b>	<b>\$7,435</b>
City of Bell Gardens	Community Services Officer	\$3,330	\$4,048				\$4,048		\$1,562	\$189	\$62	\$9	\$12	\$5,881	\$620	\$59	\$6,560
City of Covina	Property/Evidence Clerk	\$3,208	\$3,901	\$300		\$273	\$4,474	\$840				\$16		\$5,330	\$580	\$57	\$5,967
City of Cypress	Police Services Officer	\$4,002	\$4,865			\$341	\$5,206		\$925	\$50		\$9	\$13	\$6,202	\$595	\$71	\$6,867
City of Huntington Park	Property and Evidence Specialist	\$4,232	\$5,196			\$364	\$5,560		\$1,211	\$142	\$34	\$15	\$20	\$6,982	\$352	\$75	\$7,410
City of La Mirada	No Comparable Class																
City of Lawndale	No Comparable Class																
City of Lynwood	No Comparable Class																
City of Monterey Park	Evidence Officer	\$3,830	\$4,900			\$71	\$4,971		\$875	\$50	\$20	\$15	\$15	\$5,946	\$826	\$71	\$6,843
City of Paramount	No Comparable Class																
City of Pico Rivera	No Comparable Class																
City of Placentia	Property Technician	\$3,983	\$4,915			\$344	\$5,259		\$1,299	\$128	\$22	\$13	\$15	\$6,736	\$469	\$71	\$7,276
City of San Gabriel	Property and Evidence Technician	\$3,790	\$4,606			\$368	\$4,974		\$1,275	\$47	\$18	\$13	\$27	\$6,354	\$954	\$67	\$7,375

Base Salary Median	<b>\$4,865</b>
Base Salary Mean	<b>\$4,633</b>
<b>Percentage Above or Below Median</b>	<b>-4.98%</b>
<b>Percentage Above or Below Mean</b>	<b>0.02%</b>

Total Cash Median	<b>\$4,974</b>
Total Cash Mean	<b>\$4,927</b>
<b>Percentage Above or Below Median</b>	<b>0.60%</b>
<b>Percentage Above or Below Mean</b>	<b>1.54%</b>

Total Cash plus Health Median	<b>\$6,202</b>	Total Comp Median	<b>\$6,867</b>
Total Cash plus Health Mean	<b>\$6,205</b>	Total Comp Mean	<b>\$6,900</b>
<b>Percentage Above or Below Median</b>	<b>2.82%</b>	<b>Percentage Above or Below Median</b>	<b>7.64%</b>
<b>Percentage Above or Below Mean</b>	<b>2.78%</b>	<b>Percentage Above or Below Mean</b>	<b>7.20%</b>

Public Services/Permit Technician

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Total Cash	Cafeteria Plan	Health	Dental	Vision	Life	Disability	Total Cash plus Health	Retirement	Social Security	Monthly Total Compensation
<i>City of Bell</i>	<i>Market Check</i>																
City of Bell Gardens	Business License Clerk	\$3,133	\$3,809				\$3,809		\$1,562	\$189	\$62	\$8	\$11	\$5,641	\$584	\$55	\$6,280
City of Covina	Permit Technician	\$3,608	\$4,386			\$307	\$4,693	\$650				\$8		\$5,351	\$653	\$64	\$6,067
City of Cypress	Building Services Technician	\$3,513	\$4,270			\$299	\$4,569		\$925	\$50		\$9	\$11	\$5,564	\$522	\$62	\$6,148
City of Huntington Park	No Comparable Class																
City of La Mirada	No Comparable Class																
City of Lawndale	Building Permit Specialist	\$3,770	\$4,582				\$4,582	\$1,050				\$13		\$5,645	\$461	\$66	\$6,172
City of Lynwood	Permit Technician	\$2,723	\$3,310	\$33			\$3,343		\$1,066	\$149	\$16	\$14		\$4,588	\$722	\$48	\$5,358
City of Monterey Park	Permit Technician II	\$4,324	\$5,532				\$5,532		\$790	\$60	\$20	\$15	\$17	\$6,434	\$932	\$80	\$7,447
City of Paramount	Building Permit Technician	\$3,708	\$4,508			\$361	\$4,869		\$1,211	\$119	\$17	\$7	\$13	\$6,235	\$788	\$65	\$7,088
City of Pico Rivera	Counter Services Representative	\$4,113	\$4,999														
City of Placentia	Building Permit Technician	\$3,387	\$4,180			\$293	\$4,473		\$1,299	\$128	\$22	\$11	\$12	\$5,945	\$399	\$61	\$6,405
City of San Gabriel	Permit Technician	\$4,619	\$5,609			\$449	\$6,058		\$1,275	\$47	\$18	\$15	\$33	\$7,446	\$1,162	\$81	\$8,689
	Base Salary Median		<b>\$4,447</b>				Total Cash Median	<b>\$4,582</b>						Total Cash plus Health Median	<b>\$5,645</b>	Total Comp Median	<b>\$6,280</b>
	Base Salary Mean		<b>\$4,519</b>				Total Cash Mean	<b>\$4,659</b>						Total Cash plus Health Mean	<b>\$5,872</b>	Total Comp Mean	<b>\$6,628</b>

**Recreation Leader**

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Total Cash	Cafeteria Plan	Health	Dental	Vision	Life	Disability	Total Cash plus Health	Retirement	Social Security	Monthly Total Compensation
<b>City of Bell</b>	<b>Recreation Leader</b>	<b>\$2,330</b>	<b>\$2,832</b>			<b>\$227</b>	<b>\$3,059</b>		<b>\$1,211</b>	<b>\$120</b>	<b>\$28</b>	<b>\$18</b>		<b>\$4,436</b>	<b>\$603</b>	<b>\$41</b>	<b>\$5,080</b>
City of Bell Gardens	Data Not Available																
City of Covina	Community Resources Supervisor	\$2,234	\$2,716			\$190	\$2,906	\$650				\$8		\$3,564	\$404	\$39	\$4,008
City of Cypress	Recreation Leader	\$1,515	\$2,298			\$161	\$2,459		\$925	\$50		\$9	\$6	\$3,448	\$281	\$33	\$3,763
City of Huntington Park	Recreation Leader	\$2,005	\$2,461			\$172	\$2,633		\$1,211	\$58		\$15	\$10	\$3,927	\$167	\$36	\$4,129
City of La Mirada	Recreation Leader	\$1,726	\$2,212		\$67	\$155	\$2,434		\$1,211	\$159		\$8	\$12	\$3,824	\$242	\$32	\$4,098
City of Lawndale	Recreation Leader II	\$1,806	\$2,196				\$2,196	\$1,050				\$13		\$3,259	\$221	\$32	\$3,512
City of Lynwood	Recreation Leader	\$1,472	\$1,472	\$15			\$1,487		\$1,066	\$149	\$16	\$14		\$2,731	\$321	\$21	\$3,074
City of Monterey Park	Recreation Leader	\$1,496	\$1,914				\$1,914		\$790	\$60	\$20	\$15	\$6	\$2,805	\$323	\$28	\$3,155
City of Paramount	Recreation Leader	\$1,231	\$1,498			\$120	\$1,618		\$1,211	\$119	\$17	\$2	\$4	\$2,971	\$262	\$22	\$3,255
City of Pico Rivera	Data Not Available																
City of Placentia	Community Services Leader	\$1,387	\$1,522			\$107	\$1,629		\$1,299	\$128	\$22	\$4	\$5	\$3,086	\$145	\$22	\$3,253
City of San Gabriel	Recreation Leader	\$1,893	\$2,449			\$196	\$2,645		\$1,275	\$47	\$18	\$7	\$14	\$4,006	\$507	\$36	\$4,549

Base Salary Median	<b>\$2,204</b>
Base Salary Mean	<b>\$2,074</b>
<b>Percentage Above or Below Median</b>	<b>22.18%</b>
<b>Percentage Above or Below Mean</b>	<b>26.77%</b>

Total Cash Median	<b>\$2,315</b>
Total Cash Mean	<b>\$2,192</b>
<b>Percentage Above or Below Median</b>	<b>24.31%</b>
<b>Percentage Above or Below Mean</b>	<b>28.33%</b>

Total Cash plus Health Median	<b>\$3,354</b>	Total Comp Median	<b>\$3,637</b>
Total Cash plus Health Mean	<b>\$3,362</b>	Total Comp Mean	<b>\$3,680</b>
<b>Percentage Above or Below Median</b>	<b>24.39%</b>	<b>Percentage Above or Below Median</b>	<b>28.39%</b>
<b>Percentage Above or Below Mean</b>	<b>24.20%</b>	<b>Percentage Above or Below Mean</b>	<b>27.56%</b>

**Recreation Supervisor**

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Total Cash	Cafeteria Plan	Health	Dental	Vision	Life	Disability	Total Cash plus Health	Retirement	Social Security	Monthly Total Compensation
<b>City of Bell</b>	<b>Recreation Supervisor</b>	<b>\$3,988</b>	<b>\$4,848</b>			<b>\$388</b>	<b>\$5,236</b>		<b>\$1,211</b>	<b>\$120</b>	<b>\$28</b>	<b>\$18</b>		<b>\$6,613</b>	<b>\$1,032</b>	<b>\$70</b>	<b>\$7,715</b>
City of Bell Gardens	Recreation Supervisor	\$4,298	\$5,224				\$5,224		\$1,562	\$189	\$62	\$11	\$15	\$7,063	\$800	\$76	\$7,939
City of Covina	Recreation Services Supervisor	\$4,917	\$5,976	\$460		\$418	\$6,854	\$840				\$16		\$7,710	\$889	\$87	\$8,686
City of Cypress	Recreation Supervisor	\$4,856	\$6,313				\$6,313	\$1,565				\$9	\$17	\$7,903	\$772	\$92	\$8,766
City of Huntington Park	Recreation Supervisor	\$4,578	\$5,621			\$393	\$6,014		\$1,211	\$142	\$34	\$15	\$22	\$7,439	\$381	\$82	\$7,901
City of La Mirada	No Comparable Class																
City of Lawndale	Community Services Supervisor	\$5,089	\$6,185				\$6,185	\$1,050				\$13		\$7,248	\$622	\$90	\$7,960
City of Lynwood	Recreation Facility and Program Supervisor	\$3,850	\$4,681	\$47			\$4,728		\$1,066	\$149	\$16	\$14		\$5,972	\$1,021	\$68	\$7,062
City of Monterey Park	No Comparable Class																
City of Paramount	Recreation Supervisor	\$4,179	\$5,080			\$406	\$5,486		\$1,211	\$119	\$17	\$8	\$14	\$6,855	\$887	\$74	\$7,817
City of Pico Rivera	Recreation Supervisor	\$5,793	\$6,953														
City of Placentia	No Comparable Class																
City of San Gabriel	Recreation Supervisor	\$4,696	\$5,706			\$456	\$6,162		\$1,275	\$47	\$18	\$16	\$33	\$7,551	\$1,182	\$83	\$8,816

Base Salary Median	<b>\$5,706</b>
Base Salary Mean	<b>\$5,749</b>
<b>Percentage Above or Below Median</b>	<b>-17.70%</b>
<b>Percentage Above or Below Mean</b>	<b>-18.58%</b>

Total Cash Median	<b>\$6,088</b>
Total Cash Mean	<b>\$5,871</b>
<b>Percentage Above or Below Median</b>	<b>-16.28%</b>
<b>Percentage Above or Below Mean</b>	<b>-12.13%</b>

Total Cash plus Health Median	<b>\$7,343</b>	Total Comp Median	<b>\$7,950</b>
Total Cash plus Health Mean	<b>\$7,218</b>	Total Comp Mean	<b>\$8,118</b>
<b>Percentage Above or Below Median</b>	<b>-11.05%</b>	<b>Percentage Above or Below Median</b>	<b>-3.04%</b>
<b>Percentage Above or Below Mean</b>	<b>-9.15%</b>	<b>Percentage Above or Below Mean</b>	<b>-5.23%</b>

City of Bell  
 Draft Final Compensation Report  
 Appendix B – Benefit Tables Miscellaneous Employees

<b>TABLE B1                      CITY OF BELL                      TOTAL COMPENSATION STUDY                      RETIREMENT PRACTICES</b>						
Agency	Retirement Type	Retirement Pick-up <sup>1</sup>	Agency Retirement Rate	Retirement Benefit	Retirement Formula	Social Security Practices
City of Bell	PERS	8%	21.289%	2.7%@55	Single Highest Year	1.45%
City of Bell Gardens	PERS	0%	15.32%	2%@55	Avg. 3 Highest Years	1.45%
City of Covina	PERS	7%	14.877%	2%@55	Single Highest Year	1.45%
City of Cypress	PERS	0%	12.222%	2%@55	Single Highest Year	1.45%
City of Huntington Park	PERS	7% <sup>2</sup>	6.779%	2%@55	Single Highest Year	1.45%
City of La Mirada	PERS	7%	10.929%	2%@55	Single Highest Year	1.45%
City of Lawndale	PERS	0%	10.059%	2%@55	3 Years Final Comp	1.45%
City of Lynwood	PERS	0%	21.822%	3%@60	Single Highest Year	1.45%
City of Monterey Park	PERS	Mgmt: 1.45% Gen EE: 0%	16.851%	2.5%@55	Single Highest Year	1.45%
City of Paramount	PERS	8%	17.47%	2.5%@55	Single Highest Year	1.45%
City of Placentia	PERS	7%	9.548%	DNA	DNA	1.45%
City of San Gabriel	PERS	8%	20.722%	2.7%@55	Single Highest Year	1.45%

<sup>1</sup> Employee contribution paid by the employer

<sup>2</sup> First year of employment City pays 3.5%, from year 2 onward City pays full 7%.

<b>TABLE B2                      CITY OF BELL                      TOTAL COMPENSATION STUDY                      DEFERRED COMPENSATION /                      CERTIFICATION OR EDUCATIONAL INCENTIVE PAY PRACTICES</b>			
Agency	Deferred Compensation	Longevity Pay <sup>3</sup>	Certification or Educational Incentive Pay Practices <sup>4</sup>
City of Bell	None	None	None
City of Bell Gardens	None	None	None
City of Covina	None	Mid-Mgmt/Conf: Longevity steps: 2yrs @ step E go to Step F 2 yrs @ step F go to Step G 2 yrs @step G go to Step H Also have additional onetime bonus every 5 years from \$1,000 to \$3,500 at 35 years General Employees: Onetime bonus every 5 years from \$1,000 to \$4,000 at 40 years.	MA not required for position may receive 2% AA or BA not required for position may receive 1%; both require City Manager approval
City of Cypress	None	None	None
City of Huntington Park	None	\$225 per month at 20 years \$450 per month at 25 years	None
City of La Mirada	Matching contribution up to \$67 per month	None	None

<sup>3</sup> Within the datasheets longevity has been reflected, when paid monthly, at the 10 year point.

<sup>4</sup> Within all agencies Officers are only eligible to receive one incentive, the highest level they qualify for.

City of Bell  
 Draft Final Compensation Report  
 Appendix B – Benefit Tables Miscellaneous Employees

**TABLE B2  
 CITY OF BELL  
 TOTAL COMPENSATION STUDY  
 DEFERRED COMPENSATION /  
 CERTIFICATION OR EDUCATIONAL INCENTIVE PAY PRACTICES**

Agency	Deferred Compensation	Longevity Pay <sup>3</sup>	Certification or Educational Incentive Pay Practices <sup>4</sup>
City of Lawndale	None	At 5 yrs. \$150 annual payment At 10 yrs. \$400 annual payment	None
City of Lynwood	None	1% @ 7 yrs.; 1% @ 12 yrs.; 1% @ 17 yrs. Mgmt: Additional \$300 paid bi-weekly at 25 yrs. Gen EE: Additional 2% @ 22 yrs.	\$150 per month for BA if not required for position \$200 per month for MA if not required for position.
City of Monterey Park	None	None	None
City of Paramount	None	None	None
City of Placentia	None	2.5% @ 20 yrs.	Can receive one dollar per month per semester unit of credit received beyond what is required for job.
City of San Gabriel	None	None	None

<b>TABLE B3                      CITY OF BELL                      TOTAL COMPENSATION STUDY                      LONG TERM DISABILITY PROGRAM AND COSTS /                      LIFE INSURANCE PROGRAM AND COSTS</b>		
Agency	Long Term Disability Program and Costs	Life Insurance Program and Costs
City of Bell	None	<b>\$100,000 at cost of .18/\$1,000</b>
City of Bell Gardens	60% of salary at a cost of .48/\$100	One times annual salary at cost of .18/\$1,000
City of Covina	DNA	<u>Mgmt</u> : \$100,000 coverage at a flat cost of \$16.40 monthly <u>Gen. EE's</u> : \$50,000 at a flat cost of \$8.20 monthly
City of Cypress	66.6% of salary to a max of \$5,700 at a cost of .40/\$100	One times annual salary to a max of \$50,000 at a cost of .17/\$1,000
City of Huntington Park	66.6% of salary to a max of \$7,500 at a cost of .59/\$100	\$100,000 at a cost of .15/\$1,000
City of La Mirada	66.6% of salary to a max of \$5,000 at a cost of .79/\$100	Two times annual salary at cost of .16/\$1,000
City of Lawndale	None	Mgmt: \$100,000; Gen EE: \$50,000 at a cost of .25/\$1,000
City of Lynwood	None	\$50,000 at a cost of .27/\$1,000
City of Monterey Park	60% of salary to a max of \$6,000 at a cost of .52/\$100	\$50,000 at a cost of .30/\$1,000
City of Paramount	66.6% of salary at a cost of .42/\$100	One times annual salary at cost of .128/\$1,000

<b>TABLE B3                      CITY OF BELL                      TOTAL COMPENSATION STUDY                      LONG TERM DISABILITY PROGRAM AND COSTS /                      LIFE INSURANCE PROGRAM AND COSTS</b>		
<b>Agency</b>	<b>Long Term Disability Program and Costs</b>	<b>Life Insurance Program and Costs</b>
City of Placentia	66.6% of salary to a max of \$8,000 at a cost of .45/\$100	Gen EE: One times annual at a cost of .22/\$1,000 Mgmt: ½ whole life plan total cost \$122 monthly
City of San Gabriel	66.6% of salary at a cost of .87/\$100	Gen EE: \$40,000 to one times annual salary; Mgmt: Two times annual salary at cost of .23/\$1,000

**TABLE B4  
 CITY OF BELL  
 TOTAL COMPENSATION STUDY  
 EMPLOYEE / EMPLOYER CONTRIBUTION TO MEDICAL / DENTAL / VISION INSURANCE**

Agency	Medical		Dental		Vision	
	Employer Contribution	Employee Contribution	Employer Contribution	Employee Contribution	Employer Contribution	Employee Contribution
City of Bell	\$1,211	\$0	\$120	\$0	\$28	\$0
City of Bell Gardens	\$1,562	\$0	\$189	\$0	\$62	\$0
City of Covina	Mgmt: \$840 Gen. EE: \$650	Mgmt: \$488 Gen. EE: \$678	\$0	\$106	\$0	\$16
City of Cypress	Dir: \$1,766 Mid Mgmt/Sup: \$1,565 Gen. EE: \$1,025	Dir: \$0 Mid Mgmt/Sup: \$0 Gen. EE: \$303	Dir: Inc. in Cafeteria Mid Mgmt/Sup: Inc. in Cafeteria Gen. EE: \$50	Dir: Inc. in Cafeteria Mid Mgmt/Sup: Inc. in Cafeteria Gen. EE: \$0	Inc. in Medical	Inc. in Medical
City of Huntington Park	\$1,211	\$0	Mgmt/Sup: \$142 (PPO) Gen. EE: \$58 (HMO)	Mgmt/Sup: \$0 Gen. EE: \$0	Mgmt/Sup: \$34 Gen. EE: \$0	Mgmt/Sup: \$0 Gen. EE: \$34
City of La Mirada	\$1,211 <sup>5</sup>	\$0	\$159	\$0	N/A	N/A
City of Lawndale	Dept. Mgmt: \$1,150 Gen EE: \$1,050	DNA	Inc. in Cafeteria	DNA	Included in Cafeteria	DNA
City of Lynwood	Mgmt: \$969 Gen EE: \$1,066	Mgmt: \$242 Gen EE: \$267	Mgmt: \$119 Gen EE: \$149	Mgmt: \$28 Gen EE: \$0	\$16	\$0
City of Monterey Park	Dept. Mgmt: \$875 Gen EE: \$790	Dept. Mgmt: \$336 Gen EE: \$421	Dept. Mgmt: \$50 Gen EE: \$60	Dept. Mgmt: \$74 Gen EE: \$64	\$20	DNA
City of Paramount	\$1,211	\$0	\$119	\$0	\$17	\$0

<sup>5</sup> Reflects Kaiser rate for full family coverage. City will pay up to \$2,452 towards full family coverage in CalPERS plan of employee’s choice.

**TABLE B4  
 CITY OF BELL  
 TOTAL COMPENSATION STUDY  
 EMPLOYEE / EMPLOYER CONTRIBUTION TO MEDICAL / DENTAL / VISION INSURANCE**

Agency	Medical		Dental		Vision	
	Employer Contribution	Employee Contribution	Employer Contribution	Employee Contribution	Employer Contribution	Employee Contribution
City of Placentia	\$1,299	DNA	\$128	\$0	\$22	\$0
City of San Gabriel	\$1,275	\$0	\$47	\$0	\$18	\$0

**TABLE B5  
 CITY OF BELL  
 TOTAL COMPENSATION STUDY  
 GENERAL EMPLOYEES VACATION ACCRUAL RATES (IN HOURS)**

Agency	Year 1 Annual Accrual	Year 1 Max Accrual	Year 5 Annual Accrual	Year 5 Max Accrual	Year 10 Annual Accrual	Year 10 Max Accrual	Year 15 Annual Accrual	Year 15 Max Accrual	Year 20 Annual Accrual	Year 20 Max Accrual
<b>City of Bell</b>	<b>96</b>	<b>280</b>	<b>120</b>	<b>280</b>	<b>168</b>	<b>280</b>	<b>216</b>	<b>280</b>	<b>256</b>	<b>280</b>
City of Bell Gardens	80	160	120	160	120	160	160	160	160	160
City of Covina	104	208	104	208	144	288	168	336	184	368
City of Cypress	80	DNA	112	200	152	280	160	320	160	320
City of Huntington Park	112	224	152	304	200	400	200	400	200	400
City of La Mirada	80	350	80	350	120	350	160	350	160	350
City of Lawndale	80	292	120	292	180	432	180	432	180	432
City of Lynwood	80	640	80	640	120	640	160	640	160	640
City of Monterey Park	40	40	80	80	120	120	160	160	200	200
City of Paramount	80	240	120	240	160	240	160	240	160	240
City of Placentia	80	160	120	240	168	336	168	336	168	336
City of San Gabriel	80	180	120	220	128	228	160	260	160	260

City of Bell  
 Draft Final Compensation Report  
 Appendix B – Benefit Tables Miscellaneous Employees

**TABLE B6  
 CITY OF BELL  
 TOTAL COMPENSATION STUDY  
 MANAGEMENT EMPLOYEES - VACATION ACCRUAL RATES (IN HOURS)**

Agency	Year 1 Annual Accrual	Year 1 Max Accrual	Year 5 Annual Accrual	Year 5 Max Accrual	Year 10 Annual Accrual	Year 10 Max Accrual	Year 15 Annual Accrual	Year 15 Max Accrual	Year 20 Annual Accrual	Year 20 Max Accrual
<b>City of Bell</b>	<b>96</b>	<b>280</b>	<b>120</b>	<b>280</b>	<b>168</b>	<b>280</b>	<b>216</b>	<b>280</b>	<b>256</b>	<b>280</b>
City of Bell Gardens	80	160	120	160	120	160	160	160	160	160
City of Covina	108	216	108	216	164	328	192	384	208	416
City of Cypress (Dept. Mgrs Only)	120	DNA	120	360	152	360	160	360	160	360
City of Huntington Park	112	224	152	304	200	400	200	400	200	400
City of La Mirada	80	350	80	350	120	350	160	350	160	350
City of Lawndale	80	470	120	470	180	470	180	470	180	470
City of Lynwood	80	640	80	640	120	640	160	640	160	640
City of Monterey Park	40	40	80	80	120	120	160	160	200	200
City of Paramount	80	240	120	240	160	240	160	240	160	240
City of Placentia	80	260	120	340	168	436	168	436	168	436
City of San Gabriel	80	180	120	220	128	228	160	260	160	260

City of Bell  
 Draft Final Compensation Report  
 Appendix B – Benefit Tables Miscellaneous Employees

**TABLE B7  
 CITY OF BELL  
 TOTAL COMPENSATION STUDY  
 SICK LEAVE / VACATION CASH OUT / HOLIDAYS / ADMINISTRATIVE LEAVE**

Agency	Sick Leave Annual Accrual (Days)	Sick Leave Maximum Accrual (Days)	Sick Leave Cash Out Policy	Vacation Cash Out Policy	Holidays (Days)	Admin. Leave
<b>City of Bell</b>	<b>12</b>	<b>No Max</b>	<b>No</b>	<b>No</b>	<b>13 days</b>	<b>None</b>
City of Bell Gardens	12	DNA	No	Starting 2012 can cash out up to 40 hours annually	12 days plus 3 days floating	DNA
City of Covina	12	120	With City Managers approval may cell back all in excess of 200 hrs. at a 50% rate	With City Manager approval may cash out amount above max accrual	13 days	Mgmt. and Supervisory: 54 hrs. annually
City of Cypress	12	No Max	With a minimum of 120 hrs remaining can cash out up to half at 50% of hourly rate. With a minimum of 240 hrs. remaining can cash out up to half at 100% of hourly rate.	Assuming have 5 years of services and used 40 hours vacation in the previous year can cash out up to 80 hours annually.	10 days	None
City of Huntington Park	12	DNA	May sell back half of unused days annually max 48 hrs.	No	10 days	Mgmt. 40 hours annually
City of La Mirada	9	No Max	Employees with zero sick leave usage and an account balance of 120 hrs. may cash out up to 40 hours annually. Employees that have a vacation and sick leave balance combined of 240 hours or more may cash out up to 60 hours annually.	Employees may cash out up to 80 hours annually assuming they have used 80 hours vacation in the last year and maintain a minimum balance of 120 hours.	12 days	Dept. Mgr.: 56 hrs. Mgr. and Sup.: 16 to 40 hours

City of Bell  
 Draft Final Compensation Report  
 Appendix B – Benefit Tables Miscellaneous Employees

**TABLE B7  
 CITY OF BELL  
 TOTAL COMPENSATION STUDY  
 SICK LEAVE / VACATION CASH OUT / HOLIDAYS / ADMINISTRATIVE LEAVE**

Agency	Sick Leave Annual Accrual (Days)	Sick Leave Maximum Accrual (Days)	Sick Leave Cash Out Policy	Vacation Cash Out Policy	Holidays (Days)	Admin. Leave
City of Lawndale	12	No Max	Mgmt: 60 hrs. annually assuming have 40 hrs. remaining Gen EE: 60 hrs. annually assuming used less than 30 hrs. in last year	No	11 days	Mgmt: 89 hrs.
City of Lynwood	12	96hours	DNA	Can be paid for up to 160 hrs annually if funds are available	10 days plus 5 days floating	Mgmt: 7 days
City of Monterey Park	11	No Max	No	Mgmt: May cash out 160 hrs. vacation /sick leave/holiday/admin leave annually.	12 days plus 2 days floating	Mgmt: 13 days All other exempt: 10 days
City of Paramount	DNA	480 hours	All hours over max 480 accrual will be paid out annually at a 50% rate.	No	12 days	No
City of Placentia	12	432 hours	Any in excess of 432 hours cashed out annually on a scale based on years of services	May cash out 80 hours annually as long as 40 hours remain	12 days	DNA
City of San Gabriel	12	No Max	Yes – May cash out up to half of unused accrual annually	No	12 days	Dept. Mgmt.: 96 hrs. incentive pay annually. Mgmt. and Sup: 24 to 40 hrs. annually

City of Bell  
 Draft Final Compensation Report  
 Appendix B – Benefit Tables Miscellaneous Employees

<b>TABLE B8            CITY OF BELL            TOTAL COMPENSATION STUDY            RETIREE HEALTH PROGRAM AND COSTS</b>	
<b>Agency</b>	<b>Retiree Health Program Details and Contributions</b>
City of Bell	<b>With 20 years service City pays 100% of full family coverage for any CalPERS plan except PERS Care, will pay \$750 monthly towards PERS Care.</b>
City of Bell Gardens	Will pay Employee only rate based on the following vesting schedule: 50% at 5 years, contribution goes up 5% annually until reach 10 years then pay 100%
City of Covina	With 10 years of service receive \$472 per month towards coverage
City of Cypress	All employees hired after 7/1/07 participate in a retiree health savings plan. The City contributes \$75 a month towards this plan for all enrolled active employees.
City of Huntington Park	With 5 years service City will pay 100% of the Kaiser rate for full family coverage
City of La Mirada	Pays 100% of premium for full family coverage under choice of CalPERS plan; DNA regarding vesting
City of Lawndale	With 10 years service City will pay full employee only coverage for choice of plan.
City of Lynwood	No City paid coverage offered to employees hired as of 1/1/11.

<b>TABLE B8                      CITY OF BELL                      TOTAL COMPENSATION STUDY                      RETIREE HEALTH PROGRAM AND COSTS</b>	
<b>Agency</b>	<b>Retiree Health Program Details and Contributions</b>
City of Monterey Park	No City paid coverage offered to employees hired as of 1/1/12.
City of Paramount	With 5 years of service receive same health benefits as current active employees.
City of Placentia	City will pay \$101 per month to plan of choice for all retirees (5 years service)
City of San Gabriel	City will pay \$150 per month to plan of choice for all retirees (5 years service)

**TABLE C1  
 CITY OF BELL  
 TOTAL COMPENSATION STUDY  
 RETIREMENT PRACTICES**

AGENCY	Retirement Type	Retirement Pick-up <sup>1</sup>	Agency Retirement Rate	Retirement Benefit	Retirement Formula	Social Security Practices
<b>City of Bell</b>	<b>PERS</b>	<b>9%</b>	<b>23.006%</b>	<b>3%@55</b>	<b>Single Highest Year</b>	<b>1.45%</b>
City of Bell Gardens	PERS	0%	43.364%	2%@50 <sup>2</sup>	Avg. 3 Highest Years	1.45%
City of Covina	PERS	6%	23.006%	3%@55	Single Highest Year	1.45%
City of Cypress	PERS	0%	32.407%	3%@50	Single Highest Year	1.45%
City of Huntington Park	PERS	9% <sup>3</sup>	25.821%	3%@50	Single Highest Year	1.45%
City of Monterey Park	PERS	6%	24.695%	3%@55	Single Highest Year	1.45%
City of Placentia	PERS	9%	44.581%	3%@50	Single Highest Year	1.45%
City of San Gabriel	PERS	9%	34.695%	3%@50	Single Highest Year	1.45%
County of Los Angeles	LACERA	0%	24.1%	DNA	12 Month Average	1.45%

<sup>1</sup> Employee contribution paid by the employer

<sup>2</sup> Modification agreed upon per MOU October 2011

<sup>3</sup> First year of employment City pays 4.5%; years 2 – 15 City pays 7%; from year 16 onward City pays full 9%.

<b>TABLE C2                      CITY OF BELL                      TOTAL COMPENSATION STUDY                      DEFERRED COMPENSATION /                      CERTIFICATION OR EDUCATIONAL INCENTIVE PAY PRACTICES</b>		
<b>AGENCY</b>	<b>Deferred Compensation</b>	<b>Certification or Educational Incentive Pay Practices<sup>4</sup></b>
City of Bell	None	<b>AA – 5%</b> <b>Adv. POST – 8%</b> <b>BA/BS – 10%</b>
City of Bell Gardens	None	AA or Int. POST – 2.5% BA/BS or Adv. POST – 7.5% MA – 10%
City of Covina	None	Intermediate POST – 2% AA or Adv. POST – 4% AA and Int. POST – 6% AA and Adv. POST – 7% BA/BS – 8% BA/BS and Adv. POST – 9%
City of Cypress	None	Int. POST – 2.5% Adv. POST – 5% AA – 5% BA/BS – 7.5%
City of Huntington Park	None	Separate steps included within salary schedule include: BA/BS or Int. POST – 5% BA/BS or Adv. POST – 10%

<sup>4</sup> Within all agencies Officers are only eligible to receive one incentive, the highest level they qualify for.

<b>TABLE C2                      CITY OF BELL                      TOTAL COMPENSATION STUDY                      DEFERRED COMPENSATION /                      CERTIFICATION OR EDUCATIONAL INCENTIVE PAY PRACTICES</b>		
<b>AGENCY</b>	<b>Deferred Compensation</b>	<b>Certification or Educational Incentive Pay Practices<sup>4</sup></b>
City of Monterey Park	None	Int. POST – \$100 per month Adv. POST – \$175 per month AA or Junior class standing – \$135 BA/BS – \$275 MA – \$325
City of Placentia	None	AA or Int. POST plus 1 year on job – 2.5% BA/BS or Adv. POST plus 3 years on job – 5%
City of San Gabriel	None	AA or Int. POST – 3% Adv. POST – 5% AA and Int. POST – 4% BA/BS – 6% Adv. POST and BA/BS – 8%
County of Los Angeles	Up to 2% match of employees contribution	Basic POST – 6.5% Int. POST – 9.5% Adv. POST – 12.5%

<b>TABLE C3                      CITY OF BELL                      TOTAL COMPENSATION STUDY                      ASSIGNMENT PAY DIFFERENTIALS / LONGEVITY PAY</b>		
<b>AGENCY</b>	<b>Assignment Pay Differentials</b>	<b>Longevity Pay</b>
<b>City of Bell</b>	<b>Canine – 10%; Detective – 10%; Motor Officer – 10%; Field Training Officer – 10%</b>	<b>None</b>
City of Bell Gardens	Field Training Officer – 2.5%; On Call Status – Overtime 2 hours per day	None
City of Covina	Detective – 7.5%; Motorcycle/Training Officer – 5; School Resource Officer – 5%; Field Training Officer – 5%	Longevity Salary Steps: Step F, 7 yrs. – \$6,474 Step G, 9 yrs. – \$6,636 Step H, 11 yrs. – \$6,802
City of Cypress	Field Training Officer – 5%; Detective Bureau – Additional 3 hrs. at overtime per 28 day cycle	None
City of Huntington Park	Field Training Officer – \$100 per week; On-call Duty – \$175 per week; Motorcycle – \$150 per week	20 years with Adv. POST – \$745 per month
City of Monterey Park	\$200 per month for each of the following: Motor Officer, Detective, Administrative Officer, Community Relations Officer, Personnel Officer, Technical Services Officer, Administrative Training Officer, Planning and Research Officer, Range Master, Assignment to the Police Oriented Policing Program, Field Training Officer, Canine.	None
City of Placentia	5% for each of the following: Investigations, Canine, Personnel and Training, Field Training Officer, Motorcycle, Traffic Division, School Resources Officer	2.5% after 20 years
City of San Gabriel	Field Training Officer – 2.5%; Detective – 2.5%; Senior Officer – 5%; Motorcycle – \$150 per month; Bicycle – \$150 per month	None

<b>TABLE C3                      CITY OF BELL                      TOTAL COMPENSATION STUDY                      ASSIGNMENT PAY DIFFERENTIALS / LONGEVITY PAY</b>		
<b>AGENCY</b>	<b>Assignment Pay Differentials</b>	<b>Longevity Pay</b>
County of Los Angeles	Not Included in Data Collection	3% after 19 years 4% after 24 years 4% after 29 years (Cumulative – total of 11% after 29 years)

<b>TABLE C4                      CITY OF BELL                      TOTAL COMPENSATION STUDY                      LONG TERM DISABILITY PROGRAM AND COSTS /                      LIFE INSURANCE PROGRAM AND COSTS</b>		
<b>AGENCY</b>	<b>Long Term Disability Program and Costs</b>	<b>Life Insurance Program and Costs</b>
<b>City of Bell</b>	<b>None</b>	<b>\$50,000 at cost of .18/\$1,000</b>
City of Bell Gardens	DNA	One times annual salary at cost of .22/\$1,000
City of Covina	Benefit Unknown (DNA) at a cost of \$40 per month	\$100,000 coverage at a flat cost of \$16.40 monthly
City of Cypress	66.6% of salary to a max of \$5,700 at a cost of .40/\$100	One times annual salary to a max of \$50,000 at a cost of .17/\$1,000
City of Huntington Park	66.6% of salary to a max of \$7,500 at a cost of .59/\$100	\$100,000 at a cost of .15/\$1,000
City of Monterey Park	None	\$50,000 at a cost of .30/\$1,000
City of Placentia	66.6% of salary to a max of \$8,000 at a cost of .77/\$100	\$50,000 at a cost of .25/\$1,000
City of San Gabriel	66.6% of salary at a cost of .87/\$100	One times annual salary at cost of .23/\$1,000
County of Los Angeles	None	None

**TABLE C5  
 CITY OF BELL  
 TOTAL COMPENSATION STUDY  
 EMPLOYEE / EMPLOYER CONTRIBUTION TO MEDICAL / DENTAL / VISION INSURANCE**

Agency	Medical		Dental		Vision	
	Employer Contribution	Employee Contribution	Employer Contribution	Employee Contribution	Employer Contribution	Employee Contribution
City of Bell	\$1,211	\$0	\$120	\$0	\$28	\$0
City of Bell Gardens	\$1,562	\$0	\$189	\$0	\$62	\$0
City of Covina	\$400 <sup>5</sup>	\$928	\$0	\$106	\$0	\$16
City of Cypress	\$1,025	\$303	\$50	\$116	Inc. in Medical	Inc. in Medical
City of Huntington Park	\$1,211	\$0	\$58	\$0	\$35	\$0
City of Monterey Park	\$925	\$352	\$50	\$74	\$7	\$12
City of Placentia	\$1,238	DNA	\$128	\$0	\$22	\$0
City of San Gabriel	\$1,210	\$0	\$47	\$0	\$18	\$0
County of Los Angeles	\$1,276	\$0	\$68	\$0	Inc. in Medical	\$0

<sup>5</sup> Reflects agency's total contribution to cafeteria plan for employees hired after 1-1-12. Employees hired prior to 1-1-12 receive an \$800 contribution.

**TABLE C6  
 CITY OF BELL  
 TOTAL COMPENSATION STUDY  
 VACATION ACCRUAL RATES (IN HOURS)**

Agency	Year 1 Annual Accrual	Year 1 Max Accrual	Year 5 Annual Accrual	Year 5 Max Accrual	Year 10 Annual Accrual	Year 10 Max Accrual	Year 15 Annual Accrual	Year 15 Max Accrual	Year 20 Annual Accrual	Year 20 Max Accrual
<b>City of Bell</b>	<b>120</b>	<b>360</b>	<b>144</b>	<b>360</b>	<b>168</b>	<b>360</b>	<b>252</b>	<b>360</b>	<b>264</b>	<b>360</b>
City of Bell Gardens	80	DNA	120	DNA	160	DNA	160	DNA	160	DNA
City of Covina	104	400	152	400	168	400	200	400	200	400
City of Cypress	80	160	112	224	152	304	160	320	160	320
City of Huntington Park	112	224	152	304	200	400	200	400	200	400
City of Monterey Park	88	400	88	400	120	400	160	400	200	400
City of Placentia	40	80	120	240	168	336	168	336	168	336
City of San Gabriel	80	N/A <sup>6</sup>	120	N/A	128	N/A	160	N/A	160	N/A
County of Los Angeles	80	320	120	320	128	320	160	320	160	320

<sup>6</sup> Can only carry over a maximum of 100 hours annually, requires department head approval.

<b>TABLE C7</b> <b>CITY OF BELL</b> <b>TOTAL COMPENSATION STUDY</b> <b>SICK LEAVE / VACATION CASH OUT / HOLIDAYS</b>					
Agency	Sick Leave Annual Accrual (Days)	Sick Leave Maximum Accrual (Days)	Sick Leave Cash Out Policy	Vacation Cash Out Policy	Holidays (Days)
City of Bell	12	187.5	No	No	13 days
City of Bell Gardens	12	No Max	No	No	8 days plus 4 days floating
City of Covina	12	120	No	Yes – If have over 400 hours accrued will pay down annually to get back to 400.	13 days
City of Cypress	12	No Max	Yes – With a minimum of 120 hrs remaining can cash out up to half at 50% of hourly rate. With a minimum of 240 hrs. remaining can cash out up to half at 100% of hourly rate.	Yes – Assuming have 5 years of services and used 40 hours vacation in the previous year can cash out up to 40 hours annually.	10 days plus 22 hours floating
City of Huntington Park	12	No Max	Yes – May sell back half of unused days annually	DNA	10 days
City of Monterey Park	11	No Max	Yes – Can cash out up to 96 hours at 75% hourly rate if maintain a balance of 500 hours	Yes – May cash out up to 60 hours of vacation or holiday accruals	10 days plus 2 days floating
City of Placentia	12	432 hours	No	Yes – May cash out up to 80 hours annually assuming 120 hours still accrued	13 days

<b>TABLE C7</b> <b>CITY OF BELL</b> <b>TOTAL COMPENSATION STUDY</b> <b>SICK LEAVE / VACATION CASH OUT / HOLIDAYS</b>					
Agency	Sick Leave Annual Accrual (Days)	Sick Leave Maximum Accrual (Days)	Sick Leave Cash Out Policy	Vacation Cash Out Policy	Holidays (Days)
City of San Gabriel	12	No Max	Yes – May cash out up to half of unused accrual annually	No	12 days
County of Los Angeles	12	No Max	Yes – May cash out up to 3 days annually with 40 hours remaining accrual	Can only cash out vacation if accrual over 320 hours max for 2 years then may cash out overage amount.	11 days