

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

Date: February 9, 2021

To: The City Council

From: Richard H. Llewellyn, Jr., City Administrative Officer

Subject: **LOS ANGELES ADMINISTRATIVE CODE SECTION 4.900.1 AMENDMENTS  
DEPARTMENT OF WATER AND POWER**

**RECOMMENDATIONS**

The City Administrative Officer recommends the following actions by the City Council and Mayor:

1. That the City Council, subject to the approval of the Mayor, adopt:
  - A. The attached ordinance, approved as to form and legality by the City Attorney, amending Schedule "B" of Los Angeles Administrative Code Section 4.900.1, to update the list of classifications, and salaries of non-represented classifications, employed in the Department of Water and Power;
  - B. The attached ordinance, approved as to form and legality by the City Attorney, amending Schedule "B" of Los Angeles Administrative Code Section 4.900.1, to update the salary of a non-represented classification to conform to the City's minimum wage ordinance, Ordinance No. 184320; and
  - C. The attached ordinance, approved as to form and legality by the City Attorney, amending Los Angeles Administrative Code Section 4.900.1, to replace obsolete language.
2. That the City Council authorize the Department of Water and Power to provide a retention bonus of 10% to three positions of Assistant General Manager Water and Power III (Code 0151-3), applied to the base salary rate of the class including any premium level compensation currently received by an incumbent, effective January 20, 2020, and until such time that said premium level compensation is incorporated into the base salary rate for the classification of Assistant General Manager Water and Power III (Code 0151-3), whereupon the 10% retention bonus shall cease for all incumbents receiving the bonus.
3. That the City Council authorize the Controller and the City Administrative Officer to correct any clerical errors, or, if approved by the City Attorney, any technical errors in the above ordinances.

## **SUMMARY**

The Executive Employee Relations Committee directed that non-represented employees at the Department of Water and Power (DWP) be awarded the same compensation adjustments as non-represented employees in Council-controlled departments. As you will recall, the City's non-represented employees - like other civilian employee bargaining units - received retroactive pay adjustments when the last civilian contracts were adopted. This report presents the necessary technical ordinances to effectuate these previously approved salary adjustments (some of which are retroactive) and adjust salary classifications and Memorandum of Understanding listings in Schedule "B" of Section 4.900.1 of the Los Angeles Administrative Code (LAAC). These technical changes include various corrections and updates, such as class title changes adopted by the Civil Service Commission and bargaining unit accretions adopted by the Employee Relations Board.

A separate ordinance is required to bring the salary of a minimum wage DWP class into conformance with the City's minimum wage ordinance, Ordinance No. 184320, which will allow for its utilization. This will result in increasing retroactively the first step for the class of Occupational Trainee I from \$14.25 to \$15.00 per hour effective July 1, 2020.

An ordinance is also included to address replacing obsolete language in LAAC Section 4.900.1, pertaining to DWP's compensation plan, which references Section 4.60 -- a section that was repealed by Ordinance No. 173791 in 2001.

In an upcoming report, we will present the appropriate ordinances to amend the DWP non-represented salaries going forward. This report addresses the prior salary adjustments.

Finally, the DWP is requesting that a 10% retention bonus be provided to three positions of Assistant General Manager Water and Power III (Code 0151-3) effective January 20, 2020. Two positions are assigned to the Power System, and one is assigned to the Water System. The bonus would be applied to the base salary rate for the class including any premium level compensation currently received by an incumbent. The 10% retention bonus would cease upon its incorporation into the base salary rate for the classification of Assistant General Manager Water and Power III (Code 0151-3).

## **FISCAL IMPACT**

Any increase in salary costs for non-represented classifications will be absorbed within budgeted funds by the DWP. For Fiscal Year 2020-21, the DWP estimates the additional direct cost of the 10 percent premium level retention bonus for three Assistant General Manager Water and Power III positions to be \$94,029, and \$9,262 for related (indirect) costs. There is no cost impact on the General Fund.

*RHL:DB:CEC:0721066*

Attachments