

**CITY OF EL CAJON
CITY COUNCIL POLICY**

SUBJECT: Compensation Plan for Executive and Unrepresented Employees, and the City Attorney

POLICY
A-29

REFERENCE:

EFFECTIVE
07/01/16

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PURPOSE

To outline in one document the salary and benefits of employees who work in positions not represented by a recognized bargaining group.

A. SALARY – Effective pay period ending 07/15/2016

EXECUTIVE MANAGEMENT AND CONTRACT CLASSIFICATIONS ARE AS FOLLOWS:

<u>CLASSIFICATION</u>	<u>SALARY RANGE</u>	<u>ANNUAL SALARY</u>
Assistant City Manager	134.5	\$164,403.20 - \$200,324.80
Police Chief	132.3	\$155,708.80 - \$189,716.80
Fire Chief	132.1	\$154,939.20 - \$188,780.80
Deputy City Manager / Director of Finance	127.7	\$139,006.40 - \$169,374.40
Director of Public Works	125.8	\$132,641.60 - \$161,616.00
Director of Finance/City Treasurer	125.3	\$130,998.40 - \$159,598.40
Director of Administrative Services	122.8	\$123,177.60 - \$150,072.00
Director of Community Development	122.5	\$122,241.60 - \$148,948.80
City Attorney (Contract)	N/A	\$147,737.18

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Director of Human Resources	120.9	\$117,520.00 - \$143,187.20
Director of Recreation	116.8	\$106,225.60 - \$129,396.80
City Clerk	114.2	\$ 99,590.40 - \$121,326.40

UNREPRESENTED GENERAL CLASSIFICATIONS ARE AS FOLLOWS:

<u>CLASSIFICATION</u>	<u>SALARY RANGE</u>	<u>ANNUAL SALARY</u>
Deputy Fire Chief	119.2	\$112,673.60-\$137,280.00
Fire Division Chief	117.2	\$107,265.60 - \$130,665.60
Financial Operations Manager	116.2	\$104,644.80 - \$127,483.20
Deputy Director of Administrative Services	116.0	\$104,124.80 - \$126,838.40
Principal Human Resources Analyst	110.2	\$ 90,230.40 - \$109,928.00
Assistant to the City Manager	108.0	\$ 85,446.40 - \$104,124.80
Senior Human Resources Analyst	102.2	\$ 74,048.00 - \$ 90,230.40
Senior Management Analyst (Administrative Services and Finance)	102.2	\$ 74,048.00 - \$ 90,230.40
Senior Risk Management Analyst	102.2	\$ 74,048.00 - \$ 90,230.40

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Human Resources Analyst	95.0	\$ 61,984.00 - \$ 75,524.80
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Police Recruit	93.0	\$ 59,009.60 - \$ 71,884.80
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CONFIDENTIAL CLASSIFICATIONS ARE AS FOLLOWS:

<u>CLASSIFICATION</u>	<u>SALARY RANGE</u>	<u>ANNUAL SALARY</u>
Executive Assistant to the City Manager/City Attorney	92.1	\$ 57,699.20 - \$ 70,304.00
Administrative Secretary (Administrative Services and City Manager's Office)	82.0	\$ 44,969.60 - \$ 54,787.20

PART-TIME / SEASONAL TEMPORARY (PST) CLASSIFICATIONS ARE AS FOLLOWS:

**PST classifications do not receive any benefits described in this policy with the exception of the City contribution to the appropriate retirement plan in lieu of CalPERS/Social Security and sick leave benefits required by Labor Code §233 .*

<u>CLASSIFICATION</u>	<u>SALARY RANGE</u>	<u>HOURLY SALARY</u>
Administrative Intern	67.9	\$15.26 - \$18.60
Emergency Medical Technician/BLS	62.4	\$13.33 - \$16.24
Maintenance Aide	56.1	\$11.41 - \$13.90
Public Safety Background Investigator	95.7	\$30.32 - \$36.95

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Recreation Specialist I	50.3	\$10.38 - \$12.04
Recreation Specialist II	59.2	\$12.31 - \$15.00
Recreation Specialist III	68.0	\$15.30 - \$18.64
Recreation Specialist IV	77.0	\$19.11 - \$23.28
Recreation Specialist V	85.9	\$23.81 - \$29.00
Weed Abatement Inspector	85.3	\$23.46 - \$28.58

B. PERQUISITES

1. UNIFORM ALLOWANCE

a. The annual uniform and equipment allowance shall be \$775 per year. The uniform allowance policy for newly-hired Police Recruits shall be prorated over the twelve month period beginning from the actual hire date to the following July 1st. Yearly distribution will be made during the month of July.

2. EDUCATIONAL INCENTIVE PROGRAM

Executive and unrepresented management employees (except the City Attorney) are eligible for five percent (5.0%) additional compensation when they possess any of the following:

- Master's degree directly related to position with the City, but not required by the classification specification applicable to position;
- Current California registration certificate as a Professional Civil or Traffic Engineer; or
- Current California designation as a Certified Public Accountant.

Employees are not eligible to receive more than 5.0% additional compensation where the employee possesses more than one Master's degree and/or certification.

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The Fire Chief, Deputy Fire Chief and Fire Division Chief are eligible for two and one half percent (2.5%) additional compensation when possessing an Associate's degree in Fire Science or a related field, or five percent (5.0%) additional compensation when possessing a Bachelor's degree in any field. This additional incentive is applicable to the Fire Chief, Deputy Fire Chief and Fire Division Chief only, and is not available to employees hired after July 1, 2001.

The Police Chief is eligible for the following educational incentives (not to exceed 13%):

1. Two and one half percent (2.5%) additional compensation when possessing an Associate's degree in Criminology, Police Science or a related field, or six percent (6.0%) additional compensation when possessing an Advanced P.O.S.T certificate.
2. Two and one half percent (2.5%) additional compensation when possessing a P.O.S.T. Management Certificate and completion of one of the following:
 - (a) FBI Academy;
 - (b) P.O.S.T. Command College;
 - (c) Senior Management Institute for Police; or
 - (d) Other management classes/educational programs as approved by the City Manager.
3. Two and one half percent (2.5%) additional compensation when possessing a Bachelor's degree.
4. Three percent (3.0%) additional compensation when possessing a Master's degree or other advanced degree related to the position.

C. HEALTH AND WELFARE BENEFITS

1. Cafeteria Plan

The City's cafeteria plan benefits are primarily designated for enrollment in any of the City's CalPERS' health plans or other eligible benefit programs (e.g., dental, vision, etc.). Any cafeteria plan balances that remain after an employee has paid for his or her health insurance premiums and other eligible benefit programs benefits may be received as taxable cash.

Any employee who is not enrolled in a City CalPERS health insurance plan, and does not provide proof of enrollment in another group health insurance plan (e.g., coverage under a

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spouse's employer plan) on or before the closing date of open enrollment period will be automatically enrolled in the lowest cost, "employee only", health plan provided under the CalPERS' health program applicable to San Diego County for the applicable plan year. The cost of the premium for this health plan will then be deducted from the employee's cafeteria plan allocation.

Any employee currently enrolled in a City CalPERS' health insurance plan will not be permitted to discontinue coverage during employment unless proof of enrollment in another group health insurance plan is provided to, and verified by, the City.

For calendar year 2017, the amount of the cafeteria benefit shall be \$1,050 per month (\$12,600 per year).

2. Medical Insurance

The City is continuing the CalPERS' Health Benefits program that was adopted on January 1, 1986. From the total allotted under the cafeteria plan, the City will pay to CalPERS the statutorily required minimum employer contribution per month toward the cost of any CalPERS' health plan that the employee chooses to enroll. The employee agrees to be liable for the difference between the total cost of the health plan chosen and the City's contribution if he/she elects to obtain coverage under the CalPERS' health program. This amount shall be included in the total amount of the City's contribution to the employee's Section 125 Cafeteria Plan.

Employees who elect not to be covered under the City's medical insurance plan must have on file with the City a signed waiver of medical benefits. Employees will be provided an opportunity at least once annually to enroll in the City's medical insurance plan.

3. Retirement Benefits

All executive, unrepresented management, confidential employees and the City Attorney are members of the California Public Employees' Retirement System (CalPERS). Those employees who are "classic members" as defined under the Public Employees' Pension Reform Act of 2013 (PEPRA) pay the employee's share of the retirement cost (8% for Miscellaneous and 9% for Safety Employees), and receive the following contracted benefits:

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Miscellaneous Employees <i>("Classic" Members)</i>	Safety Employees <i>("Classic" Members Hired on or before March 10,</i>
A. 3% at 60 Benefit Formula (§21354.3)	A. 3% at 50 Benefit Formula (§21362.2)
B. Final Compensation: One Year (§20042)	B. Final Compensation: One Year (§20042)
C. Prior Service (§20055)	C. Prior Service (§20055)
D. [Reserved]	D. [Reserved]
E. Additional Service Credit 2 Years (§20903)	E. [Reserved]
F. Unused Sick Leave Credit (§20965)	F. Unused Sick Leave Credit (§20965)
G. Military Service Credit as Public Service (§21024)	G. Military Service Credit as Public Service (§21024)
H. 2% Annual Cost of Living Allowance Increase (§21329)	H. 2% Annual Cost of Living Allowance Increase (§21329)
I. Pre-Retirement Death Benefits to Continue After Remarriage of Survivor (§21551)	I. Pre-Retirement Death Benefits to Continue After Remarriage of Survivor (§21551)
J. 1959 Survivor Benefit Level Four (§21574)	J. 1959 Survivor Benefit Level Three (§21573)
K. \$5,000 Retired Death Benefit (§21623.5)	K. \$500 Retired Death Benefit (§21620)
L. [Reserved]	L. Post-Retirement Survivor Allowance (§21624/26/28)
M. [Reserved]	M. Post-Retirement Survivor Allowance to Continue After Remarriage (§21635)
	Local Safety Employees <i>(Hired on or after March 11, 2011)</i>
	A. 3% at 55 Benefit Formula (§21362.2)
	B. Final Compensation: Three Years – Career Average (§20042)

Those employees who are “new members” as defined under the Public Employees’ Pension Reform Act of 2013 (PEPRA) pay the employee contributions equal to 50% of normal cost (currently 6.25% for Miscellaneous and 12.25% for Safety Employees), and receive the above listed benefits with the exception of the following:

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Miscellaneous Employees <i>("New" Members Hired on or after January 1, 2013)</i>	Safety Employees <i>("New" Members Hired on or after January 1, 2013)</i>
A. 2% at 62 Benefit Formula (\$7522.20)	A. 2.7% at 57 Benefit Formula (\$7522.25(d))
B. Final Compensation: Three Years – Career Average (\$20037)	B. Final Compensation: Three Years – Career Average (\$20037)

In lieu of enrollment in the CalPERS' retirement program, most PST employees will be enrolled in the Nationwide IRS §457 retirement plan. The City contributes 7.5% of the employee's salary to the Nationwide plan in lieu of CalPERS and Social Security. PST employees who qualify for membership will be enrolled in the CalPERS retirement program and contributions to the Nationwide plan will terminate.

4. Deferred Compensation

Employees are eligible to participate in any of the City's Internal Revenue Code Section 457 Deferred Compensation Plans. The City offers two plans: one is administered by the International City/County Managers' Association Retirement Corporation (ICMA-RC) and the other is administered by Nationwide Retirement Solutions. Participation is handled through payroll deductions.

The City shall contribute \$500 per month (\$6,000 per year) in deferred compensation on behalf of the City Attorney to one of the City approved plans as selected by the City Attorney. Amounts contributed by the City shall be to the benefit of the City Attorney in accordance with the Deferred Compensation Plan participation agreement.

The City shall contribute \$300 per month (\$3,600 per year) in deferred compensation on behalf of the Assistant City Manager to one of the City approved plans as selected by the Assistant City Manager. Amounts contributed by the City shall be to the benefit of the Assistant City Manager in accordance with the Deferred Compensation Plan participation agreement.

PST employees are not eligible to participate in the deferred compensation plans.

5. Disability Insurance

The City provides executive management employees, unrepresented general employees, and the City Attorney with fully paid short-term and long-term disability plans with the exception of Police Recruit(s)

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Confidential employees, part-time benefitted employees, and Police Recruit(s) participate in the State Disability Insurance (SDI) Program at their expense.

6. Life and Accidental Death & Dismemberment (AD&D) Insurance [Applies to City Attorney]

The City provides fully paid life insurance and AD&D to executive and unrepresented management employees in the amount of one and one half times the employee's annual salary plus \$25,000.

The City provides fully paid life insurance and AD&D to confidential and part-time benefitted employees in the amount of \$25,000.

D. LEAVES

1. Vacation Accrual

All executive, unrepresented management and confidential employees (excluding the City Attorney) shall accrue vacation in accordance with the following schedule:

- a. 3.07 hours of vacation accrued and credited bi-weekly from the date of hire until completion of the 60th month;
- b. 4.60 hours of vacation accrued and credited bi-weekly following completion of the 60th month through the 132nd month;
- c. 4.91 hours of vacation accrued and credited bi-weekly following completion of the 132nd month through the 144th month;
- d. 5.21 hours of vacation accrued and credited bi-weekly following completion of the 144th month through the 156th month;
- e. 5.52 hours of vacation accrued and credited bi-weekly following completion of the 156th month through the 168th month;
- f. 5.83 hours of vacation accrued and credited bi-weekly following completion of the 168th month through the 180th month;

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g. 6.14 hours of vacation accrued and credited bi-weekly following completion of the 180th month.

New hires in executive and unrepresented management classifications (excluding the City Attorney) may accrue vacation leave at a rate greater than the entry rate at the discretion of the City Manager.

Vacation accrual shall be capped at 600 hours for all executive management employees, 540 hours for all unrepresented management employees, and 480 hours for confidential employees. No employee shall accrue vacation beyond the established cap unless specifically authorized by the City Manager.

Employees have the option of 100% cash reimbursement for unused paid vacation at any time provided that they have used at least 80 hours of vacation/administrative leave during the preceding year (26 pay periods).

2. Administrative Leave

Executive management employees (excluding the City Attorney) receive eighty (80) hours administrative leave per year accrued as vacation leave.

Unrepresented management employees receive sixty (60) hours administrative leave per year accrued as vacation leave.

3. Holidays

Executive and unrepresented management and confidential employees (excluding the City Attorney) receive the following paid holidays:

New Years' Day	January 1
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Admissions Day*	September 9 (floating holiday)
Columbus Day*	Second Monday in October (floating holiday)
Veterans Day	November 11

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Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

and every day proclaimed by the City Council as a public holiday.

*Two (2) floating holidays in lieu of celebrating Columbus Day and Admissions Day. City facilities shall remain open on both days. 0.62 hours of vacation shall accrue and be credited bi-weekly to compensate for the two floating holidays.

City Hall will be closed between the observed Christmas Eve holiday in 2015 and the observed New Years' Day holiday in 2016. Use of paid leave will be required for the following dates: Monday December 28, 2015 (9 hours), Tuesday, December 29, 2015 (9 hours), and Wednesday, December 30, 2015 (9 hours).

All EMPLOYEES working the 9/80 schedule will be required to use one hour of vacation leave for all observed holidays falling on nine hour work days. Payroll will automatically deduct the one hour from each employee's vacation leave. An EMPLOYEE working the 9/80 schedule whose day off falls on an observed City holiday (e.g., Friday holiday) will accrue eight hours of vacation leave.

4. Sick Leave

Executive, unrepresented management and confidential employees (excluding the City Attorney) accrue sick leave at the rate of 3.68 hours per bi-weekly pay period. Accrual is unlimited. Part-Time/Seasonal/Temporary employees accrue and use sick leave upon commencement of employment at the rate prescribed by Labor Code § 246. PST employees are entitled to no other leave benefits under this policy.

Sick leave with pay shall be granted to all EMPLOYEES covered by this Policy in accordance with this section. Sick leave shall not be considered as a right which an EMPLOYEE may use at his/her discretion, but shall be allowed only in case of necessity and actual personal sickness or disability or (2) to attend to an illness or injury, including time for scheduled doctor or dentist appointment, of a person who is in the relationships to the employee as described in the California Labor Code §233, which currently includes:

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Child	Parent	Spouse
Grand Child	Foster Child	Adopted Child
Step Child	Legal Ward	Child of Domestic Partner
Step Parent	Legal Guardian	Adoptive Parent
Foster Parent	Sibling	Parent-in-Law
Grand Parent	Registered Domestic Partner	Child of Person Standing in Loco Parentis

a. Sick Leave Conversion Privileges

Any EMPLOYEE who has taken 40 hours sick leave or less during the calendar year ending December 30 of each year shall be entitled to either convert up to 40 hours of unused sick leave to vacation or receive a cash payment for up to 24 hours, based upon the current compensation rate on an hour-for-hour basis.

In no event may an EMPLOYEE select a combination of two options or reduce the accumulated sick leave balance below 192 hours. No prorations shall be made for EMPLOYEES terminating on or before December 30 of the calendar year.

b. Unused Sick Leave at Retirement for Health Insurance

For employees hired before July 1, 2013, upon retirement from City employment within 120 days of separation, for service or disability, an employee may elect to use unused sick leave at its dollar value at retirement (hourly base rate plus any regularly recurring bi-weekly premium pay, i.e., differential pay for Master's Degrees) to pay health insurance premiums in retirement according to the following schedule:

10 through 14 years of service: 25% of the sick leave balance at retirement;

15 through 19 years of service: 50% of the sick leave balance at retirement;

20 + years of service: 75% of the sick leave balance at retirement.

This benefit will be in addition to the monthly contribution the City makes, as determined by PERS, to the Public Employees' Retirement System for retiree health insurance benefits. The supplemental benefits described above shall be used to pay health insurance

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premiums for the retiree and dependents, if applicable. However, if the employee is deceased before the funds are exhausted, the supplemental benefits shall cease and the remaining funds shall be the City's property.

The City elects to self-administer this plan at this time. The City will pay the annualized dollar equivalent of the Kaiser two-party health insurance premium once per year in January of each year.

This benefit may be used in combination with service credit for unused sick leave as described in Section C – Health and Welfare Benefits – Retirement Benefits.

5. Bereavement Leave

Up to twenty-four hours special leave with pay may be granted to executive and unrepresented management and confidential employees (excluding the City Attorney) in order to discharge the customary obligations arising from the death of a relative who is a member of employee's household or a parent, step-parent, grandparent, sibling or child of the employee or the employee's spouse/domestic partner (not required to be a member of the household). Sixteen (16) additional hours to be charged to sick leave may be approved at the discretion of the City Manager.

6. Military Leave

Any employee who is or becomes a member of the Armed Services, Militia or Organized Reserves of California or the United States shall be entitled to the leaves of absence and employment rights and privileges provided by the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Military and Veterans Code of the State of California.

7. Jury and Witness Leave

All executive, unrepresented management and confidential employees (excluding the City Attorney) are entitled to be absent from duty when called to serve as a trial juror or as a witness called by a subpoena before a court of law. Under such circumstances, the EMPLOYEE is paid the difference between full salary and any payment received by them, except travel pay, for such duty.

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8. Stand-by Time

The Fire Chief, Deputy Fire Chief, and Fire Division Chief shall receive eight (8) hours of vacation leave for every week he/she is required to participate in the back-up duty chief rotation for Heartland Fire & Rescue. For each holiday occurring during the assigned week, (Saturdays and Sundays are not considered holidays), an additional four (4) hours of vacation will be credited.

E. UNIFORM AND EQUIPMENT ALLOWANCE

The Police Chief receives an annual uniform and equipment allowance of \$675. The Fire Chief, Deputy Fire Chief and Fire Division Chief receive an annual uniform and equipment allowance of \$350. The allowance is paid in the month of July.

F. TUITION AND BOOK REIMBURSEMENT

The City provides an allowance of \$750 per fiscal year for executive and unrepresented management and confidential employees (excluding the City Attorney) to use to defray the cost of attendance at seminars, workshops, conferences and/or classes, which promote professional growth. Executive and unrepresented management employees may use this allowance for lodging, meals, and other travel expenses.

Executive and unrepresented management employees (excluding the City Attorney) may also use the allowance to cover the costs of membership fees for job related professional associations.

G. OTHER CERTIFICATIONS AND SPECIAL COMPENSATION

1. Notary Public Pay

The Executive Assistant to the City Attorney shall receive Notary Public Pay in the amount of \$60/month if he/she is a Notary Public in the State of California. The City shall also pay the cost of bonding of this employee while he/she is serving as Notary Public for the benefit of the City. The Executive Assistant to the City Attorney shall perform notary services only as directed by his/her supervisor.

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2. Automobile Allowance

The Assistant City Manager shall be provided a monthly automobile allowance of \$400 in exchange for making a vehicle available for his/her own use and for City-related business and/or functions during, before and after normal work hours. By the Assistant City Manager making his/her personal vehicle available for use, he/she is not precluded from using City vehicles for City business, during, before and after the normal workday on occasion, when appropriate.

3. Cellular Telephone Allowance

The Assistant City Manager shall receive as compensation the sum of \$120 per month for use as an allowance for his/her cellular telephone service.

4. Technology Allowance

The Assistant City Manager shall be provided with an amount not to exceed \$2,500 every two years, beginning with the year of his/her initial appointment, for use to purchase technology equipment such as a personal laptop computer, etc. The payment shall be made upon submission of receipts documenting the purchase(s). The equipment purchased shall become the property of the Assistant City Manager.

H. RELOCATION ALLOWANCE

The City Manager may authorize an allowance up to \$10,000 for relocation expenses to the San Diego area.