



# CITY of CYPRESS

5275 Orange Avenue, Cypress, California 90630

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May 6, 2013

Mr. Nindy Mahal  
Member Continuity & Special Issues Committee  
700 Civic Center Drive West  
Santa Ana, CA 92701  
(714) 834-5555 (Fax)

**SUBJECT: 2011-12 Grand Jury Report Recommendations Implementation Update**

Dear Mr. Mahal:

Below please find an update on the City's progress in implementing recommendations R1 through R5 of the Grand Jury Report.

## **Recommendation 1 (R1) – Access for Compensation Cost Transparency**

The City has made amendments to its home page to reduce the number of clicks to reach the desired information. The steps are as follows (Please see Attachment A):

- From the homepage at [www.ci.cypress.ca.us](http://www.ci.cypress.ca.us), click on **Transparency in Government**
- From the **Transparency in Government** page, click on **Salary Information, Class Specifications, MOUs**
- All items pertaining to compensation for the City Council, executive team, and various bargaining groups can be accessed from this page

## **Recommendation 2 (R2) – Content & Clarity of Executive Compensation Costs**

The City has made amendments to its **Salary Information, Class Specifications, MOUs** page to include Pension Cost and the Comprehensive Salary Schedule per Public Employees' Retirement Law (Please see Attachment B). City finance department staff are in the process of preparing the requisite salary and compensation report to be posted on the State Controller's Website. City staff will prepare a report in a format as suggested by Appendix D of the

Prakash Narain, M.D., Mayor

Leroy Mills, Mayor Pro Tem  
Rob Johnson, Council Member

Doug Bailey, Council Member  
Mariellen Yarc, Council Member

Grand Jury report while preparing the 2012 State Controller's report as to not duplicate efforts.

**Recommendation 3 (R3) – Content & Clarity**

The City has made amendments to its **Salary Information, Class Specifications, MOUs** page to include not only MOUs for all its bargaining groups, but also Pension Cost, summary of health benefits, and the Comprehensive Salary Schedule per Public Employees' Retirement Law (Please see Attachment C).

City finance department staff are in the process of preparing the requisite salary and compensation report to be posted on the State Controller's Website. City staff will prepare a report in a format as suggested by Appendix D of the Grand Jury report while preparing the 2012 State Controller's report as to not duplicate efforts.

**Recommendation 4 (R4) – Transparency of Employer Pension Contribution Rates**

The City has posted to its **Salary Information, Class Specifications, MOUs** page to include Pension Cost (Please see Attachment D).

**Recommendation 5 (R5) – Transparency of Overtime and On-Call Pay in Employee Compensation Cost Reporting**

City finance department staff are in the process of preparing the requisite salary and compensation report to be posted on the State Controller's Website. City staff will prepare a report in a format as suggested by Appendix D of the Grand Jury report while preparing the 2012 State Controller's report as to not duplicate efforts.

The City of Cypress looks forward to continuing to be an agency of transparency and good governance, and hope that our efforts will meet the Grand Jury's standards in public information disclosure.

Sincerely,



Leroy Mills  
Mayor Pro Tem

# Attachment A

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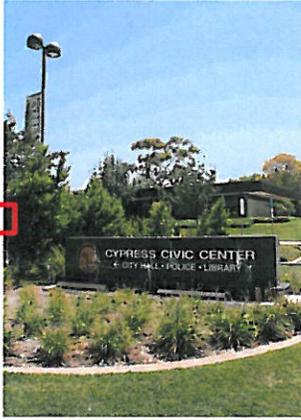
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Wednesday, May 01, 2013

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- Residents
- Businesses
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- Transparency in Government**
- Employment Opportunities
- Recreation & Community Services
- Police
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- Community Development
- Recycling Information



CALENDAR OF CYPRESS EVENTS

CURRENT CYPRESS NEWS

**33-Acre Project**  
A page has been created to provide a central source of data, documents, and activities relating to the proposed overhauling and light manufacturing center project on 33 acres at the northeast corner of Kaneland Avenue and Enterprise Drive. [MORE >](#)

**General Plan Housing Element Update 2014-2021**  
The City is in the process of updating its General Plan Housing Element for the 2014-2021 period as required by State Law. The Housing Element establishes policies and programs which address the existing and projected housing needs of the City of Cypress for all economic segments of the community. The City Council will be holding a workshop beginning at 5:30 on Monday, April 22, 2013 to discuss and take public comments on the draft documents. [MORE >](#)

**Commission Recruitment**  
The Cypress City Council is beginning its annual recruitment process for Commissioner candidates and is encouraging its residents to apply for Council-appointed positions on various advisory boards, committees, and commissions that will have vacancies in 2013. From April 1 through April 30, 2013, applications may be filed with the City for those interested in seeking appointment to serve a full two-year term in a vacant Commission. [MORE >](#)

Business Assistance BRACE AGENT/SPIRIT	City Council Meetings	Oversight Board to the Successor Agency Meetings	Adopted Revised Enforceable Obligation Payment Schedule	Recognized Obligation Payment Schedules	Press Releases
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Salary Information, Class Specifications, MOU's

**Transparency in Government**

Employment Opportunities

Recreation & Community Services

Police

Public Works

Community Development

Recycling Information

**Transparency in Government**

The City of Cypress seeks to provide residents and others with as much easily accessible public information as possible.

- Budget Information
- City Council Meetings
- Commission Meetings
- Comprehensive Salary Schedule per Public Employees Retirement Law
- Financial Statements
- Form 802 - Ticket Disclosure
- Form 806 - Public Official Appointments
- Health Benefits 2012-13
- Job Descriptions and Monthly Salary
- Local Government Compensation Report/California State Controller's website
- Master Fee Schedule
- Memorandums of Understanding
- Pension Costs 2012-13
- Recognized Obligation Payment Schedules
- Request a Public Record Fill in online, print, sign and mail or deliver to the City Clerk
- Overseer Board to the Successor Agency Meetings
- Salary Information, Class Specifications, MOU's**

# Attachment B

- Residents
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- Community Development
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## Human Resources

### CLASS SPECIFICATIONS AND SALARY INFORMATION

Job Descriptions and Monthly Salary (Min-Max)

### MEMORANDUMS OF UNDERSTANDING

City of Cypress City Council Summary of Compensation and Benefits

City of Cypress City Manager Employment Agreement

City of Cypress City Manager Authority to Assign Title and Duties Resolution

City of Cypress and the Cypress Employees Association

City of Cypress and the Cypress Maintenance Employees Association

City of Cypress and the Cypress Police Officers Association

City of Cypress and the Cypress Police Management Association

City of Cypress Executive Resolution

City of Cypress Mid Management Resolution

City of Cypress - Schedule of Benefits Executive and Mid-Management Employees

City of Cypress Confidential Employees Resolution

City of Cypress Part Time Employees Resolution

Comprehensive Salary Schedule per Public Employees' Retirement Law

Personnel Rules and Regulations

Health Benefits 2012-13

Pension Costs 2012-13

Local Government Compensation Report/California State Controllers website

# Attachment C

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Personnel Rules and Regulations

Health Benefits 2012-13

Pension Costs 2012-13

Local Government Compensation Report/California State Controllers website

# Attachment D

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## Human Resources

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[Job Descriptions and Monthly Salary \(Min-Max\)](#)

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- [City of Cypress City Manager Authority to Assign Title and Duties Resolution](#)
- [City of Cypress and the Cypress Employees Association](#)
- [City of Cypress and the Cypress Maintenance Employees Association](#)
- [City of Cypress and the Cypress Police Officers Association](#)
- [City of Cypress and the Cypress Police Management Association](#)
- [City of Cypress Executive Resolution](#)
- [City of Cypress Mid Management Resolution](#)
- [City of Cypress - Schedule of Benefits Executive and Mid-Management Employees](#)
- [City of Cypress Confidential Employees Resolution](#)
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- [Comprehensive Salary Schedule per Public Employees Retirement Law](#)
- [Personnel Rules and Regulations](#)
- [Health Benefits 2012-13](#)
- [Pension Costs 2012-13](#)**
- [Local Government Compensation Report/California State Controllers website](#)

**City of Cypress  
Pension Costs- FY 2012-13**

Pension Formulas	Pension Rates			
	<u>Employee</u>	<u>Employer</u>	<u>Total</u>	
Sworn Employees- 3% @ 50	9.000%	33.338%	42.338%	
Miscellaneous Employees- 2% @ 55	7.000%	12.721%	19.721%	
<b><u>Allocation of Cost by Association:</u></b>	<b><u>Employee</u></b>	<b><u>City</u></b>	<b><u>Total</u></b>	<b><u>Annual</u></b>
<b>Police Management Association</b>	<b><u>Pays</u></b>	<b><u>Pays</u></b>	<b><u>Total</u></b>	<b><u>Cost</u></b>
Maximum Salary - \$12,637 mo	0.000%	42.338%	42.338%	
Minimum Salary - \$8,923 mo	-	5,350.25	5,350.25	64,203.04
	-	3,777.82	3,777.82	45,333.84
<b>Cypress Police Officers Association</b>	6.132%	36.206%	42.338%	
<i>(hired after 6/30/2009)</i>	9.573%	32.765%	42.338%	
Maximum Base Salary - \$9,473 mo	580.88	3,429.79	4,010.68	48,128.14
Minimum Base Salary - \$5,659 mo	347.01	2,048.90	2,395.91	28,750.89
<b>Cypress Employees Association</b>	0.000%	19.721%	19.721%	
<i>(hired after 6/30/2010)</i>	3.000%	16.721%	19.721%	
Maximum Base Salary - \$8,197 mo	-	1,616.53	1,616.53	19,398.36
Minimum Base Salary - \$2,808 mo	-	553.77	553.77	6,645.24
<b>Unrepresented/Confidential</b>	0.000%	19.721%	19.721%	
<i>(hired after 6/30/2010)</i>	3.000%	16.721%	19.721%	
Maximum Base Salary - \$6,407 mo	-	1,263.52	1,263.52	15,162.29
Minimum Base Salary - \$4,153 mo	-	819.01	819.01	9,828.12
<b>Maintenance Employees Association</b>	0.000%	19.721%	19.721%	
<i>(hired after 6/30/2010)</i>	3.000%	16.721%	19.721%	
Maximum Base Salary - \$5,040 mo	-	993.94	993.94	11,927.28
Minimum Base Salary - \$3,096 mo	-	610.56	610.56	7,326.72
<b><u>Management:</u></b>				
<b>Executive Management- Non-sworn</b>	0.000%	19.721%	19.721%	
<i>(hired after 6/30/2010)</i>	3.000%	16.721%	19.721%	
Maximum Base Salary - \$14,650 mo	-	2,889.13	2,889.13	34,669.52
Minimum Base Salary - \$10,000 mo	-	1,972.10	1,972.10	23,665.20
<b>Executive Management- Sworn</b>	0.000%	42.338%	42.338%	
<i>(hired after 6/30/2010)</i>	3.000%	39.338%	42.338%	
Maximum Base Salary - \$14,650 mo	-	6,202.52	6,202.52	74,430.20
Minimum Base Salary - \$10,000 mo	-	4,233.80	4,233.80	50,805.60
<b>Mid-Management</b>	0.000%	19.721%	19.721%	
<i>(hired after 6/30/2010)</i>	3.000%	16.721%	19.721%	
Maximum Base Salary - \$10,778 mo	-	2,125.53	2,125.53	25,506.35
Minimum Base Salary - \$4,856 mo	-	957.65	957.65	11,491.82

( DOES NOT INCLUDE RAISES BASED ON CPI OR PMA/MANAGEMENT NEGOTIATIONS)