

# Agenda Report

February 22, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Department of Human Resources

**SUBJECT: ADOPTION OF SALARY RESOLUTIONS FOR NON-REPRESENTED NON-MANAGEMENT, NON-REPRESENTED MANAGEMENT, AND EXECUTIVE MANAGEMENT EMPLOYEES**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the action proposed herein is not a "project" as defined in the California Environmental Quality Act (CEQA), Public Resources Code Section 21065 and Section 15378(b)(2) of the State CEQA Guidelines and, as such, is not subject to environmental review; and
2. Adopt the Non-Represented Non-Management Salary Resolution
3. Adopt the Non-Represented Management Salary Resolution; and
4. Adopt the Executive Management Salary Resolution; and

## **BACKGROUND:**

The City Council establishes by resolution the salaries and benefits for classifications that are not represented by an employee association or union. The City Council may adopt salary resolutions as necessary in order to make adjustments to wages, benefits and working conditions for non-represented employees.

The City Council has historically reviewed the wages, benefits and working conditions of the City's non-represented employee groups at least once annually, typically in the fall of each year. In November 2019, the City Council authorized a 2.25% wage increase for the City's non-represented miscellaneous and non-represented sworn fire employees. Sworn Police management employees who are also unrepresented received a wage increase of 2.5% on June 22, 2020 commensurate with the increase provided to members of the Pasadena Police Officers Association on the same date. These were

the last increases provided to non-represented employees in classifications other than those earning the minimum wage. The non-represented employee salary resolutions were not reviewed in 2020 pending the analysis of the financial impact of the COVID-19 pandemic on the local economy and the City's revenues.

Staff has updated the Non-Represented Non-Management, Non-Represented Management, and Executive salary resolutions to reflect a salary increase of 1.0% for the sworn safety classifications of Police Chief, Deputy Police Chief, Fire Chief, and Deputy Fire Chief and all non-sworn classifications except the following:

- Classifications with a minimum hourly rate tied to the minimum wage,
- Classifications of Police Lieutenant, Police Commander in light of the recent salary increase provided to them in June 2020, and
- Council-appointed classifications of City Manager, City Attorney/City Prosecutor, and City Clerk.

Additionally, the hourly rates for the classifications of City Service Worker – Lead Ambassador and Lifeguard will be increased by \$1.00 per hour, from \$15.50 to \$16.50 and \$15.00 to \$16.00 respectively in order to reduce compaction with lower classifications created by increases to the minimum wage. The step schedule for Community Services Specialist will be adjusted by approximately \$2.50 per hour to reduce compaction with lower classifications created by increases to the minimum wage as well as provide internal alignment in the Parks, Recreation and Community Services Department.

A summary of the changes to each salary resolution is included below.

**Non-Represented Non-Management:**

1. Salary Increase: Effective March 1, 2021, Non-Represented Non-Management employees (with the exception of those in classifications with a minimum hourly rate tied to the minimum wage) will receive a wage increase in the amount of 1.0% and the salary steps for classifications will be increased by the same amount.
2. The hourly rate for the classification of Lifeguard will be increased to \$16.00.
3. The hourly rate for the classification of City Service Worker – Lead Ambassador will be increased to \$16.50.
4. The step schedule for the classification of Community Services Specialist will be adjusted so that Step 1 is \$17.70 and Step 10 is \$22.11.
5. The Non-Represented Non-Management Salary Resolution includes additional non-economic language changes, including routine annual updates to medical benefit contribution rates.

**Non-Represented Management:**

1. Salary Increase: Effective March 1, 2021, Non-Represented Management employees with the exception of sworn Police Lieutenants and Police Commanders will receive a 1.0% wage increase, and salary ranges will be increased by 1.0%.
2. The Non-Represented Management Salary Resolution includes additional non-economic language changes, including routine annual updates to medical benefit contribution rates.

**Executive Management:**

1. Salary Increase: Effective March 1, 2021, Executive Management employees, except Council-appointed classifications, will receive a 1.0% wage increase, and salary ranges will be increased by 1.0%.
2. The Executive Salary Resolution includes additional non-economic language changes, including routine annual updates to medical benefit contribution rates.

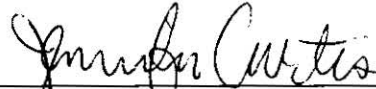
**COUNCIL POLICY CONSIDERATION:**

Approval of staff's recommendation supports the City Council's strategic goals of maintaining fiscal responsibility and stability.

**FISCAL IMPACT:**

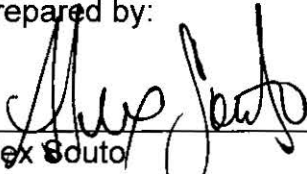
The FY 2021 Operating Budget includes assumed growth to cover anticipated salary and benefit increases. The fully burdened FY 2021 cost of the recommended increases is approximately \$87,000 which will be absorbed into departmental operating budgets. Approximately 71% of the cost is funded directly through the General Fund.

Respectfully submitted,



JENNIFER CURTIS  
Director of Human Resources

Prepared by:



Alex Scuto  
Human Resources Manager

Approved by:



CS2 STEVE MERMELL  
City Manager

Attachments:

1. Non-Represented Non-Management Salary Resolution
2. Non-Represented Management Salary Resolution
3. Executive Management Salary Resolution