



Agenda Report

July 15, 2024

TO: Honorable Mayor and City Council

FROM: Human Resources Department

SUBJECT: ADOPT THE 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 proposed action in the agenda report is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15061(b)(3) "Common Sense" exemption;
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.

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 non-represented employee resolutions are typically reviewed once annually.

As part of the annual review of the non-represented employee salary resolutions, staff has updated the Non-Represented Non-Management, Non-Represented Management and Executive Management salary resolutions.

In addition to across-the-board wage increases, this year's recommended updates include additional increases to select classifications. These classifications, which are identified below, are recommended for additional increases in order to preserve internal

alignment, maintain parity with comparable classifications in represented groups, and/or support the City's ability to recruit and retain personnel.

The changes to non-represented employee resolutions are summarized as follows:

Non-Represented Non-Management:

1. Salary Increases:
 - a. Effective July 1, 2024, all Non-Represented Non-Management employees who currently earn less than the July 1, 2024 minimum wage will receive a wage increase to \$17.50 per hour.
 - b. Effective July 15, 2024, Non-Represented Non-Management employees, with the exception of retired annuitants, will receive a wage increase in the amount of 3.5%. This wage increase will be offset by any increase provided under the July 1, 2024 minimum wage increase.
 - c. Effective September 9, 2024, Non-Represented Non-Management employees will receive a wage increase in the amount of 1%.
2. Effective September 9, 2024, implement employee-paid State Disability Insurance (SDI) program.
3. 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 Increases:
 - a. Effective July 15, 2024, Non-Represented Management employees will receive a wage increase in the amount of 3.5%.
 - b. Effective July 15, 2024, the following classifications will receive an additional labor market and/or internal equity increase to the control rate as follows:
 1. Administrative Analyst (C): 8.83%
 2. HR Analyst: 8.83%
 3. Senior Administrative Analyst (C): 4.79%
 4. Senior HR Analyst: 4.79%
 5. Legal Admin Supervisor: 19.01%
 6. Principal Administrative Analyst (C): 1.67%

7. Principal HR Analyst: 1.67%
8. Benefits Supervisor: 1.67%
9. Workers' Compensation Supervisor: 11.16%
10. Risk & Insurance Administrator: 7.51%
11. Purchasing Administrator: 7.78%
12. Budget Administrator: 0.86%
13. HR Manager: 0.86%
14. Police Civilian Commander: 17.15%
15. Deputy Police Chief: 0.5%
16. Police Commander: 0.5%
17. Deputy Fire Chief: 1.5%

- c. Effective September 9, 2024, Non-Represented Management employees will receive a wage increase in the amount of 1%.
2. Effective September 9, 2024, implement employee-paid State Disability Insurance (SDI) program.
 3. Auto Allowance: Increase from \$300 per month to \$400 per month.
 4. Anniversary Date (Sworn PD): Update evaluation date to anniversary date.
 5. POST Management Certificate Pay (Police Commander): Increase from 4.5% to 5%.
 6. POST Management Certificate Pay (Deputy Police Chief): Increase from 2% to 3%.
 7. Add Educational Incentive Pay of 3% for employees in the classification of Deputy Fire Chief who possess the Office of the State Marshal Executive Chief Fire Officer certificate or a Master's Degree.
 8. Lead Worker/Supervisor Premium: Increase from "5%" to "5% to 10%" of base pay.
 9. Bilingual Pay: Increase for sworn safety management classifications from \$125 to \$140 per month.

The Non-Represented Management Salary Resolution includes additional non-economic language changes, including routine annual updates to medical benefit contribution rates and removal of language related to Police Supervisor/Forensic Supervisor (PPSA) and Police Lieutenant (PPLA).

Executive Management:

1. Salary Increases:

- a. Effective July 15, 2024, executive employees, with the exception of Council-appointed executives, will receive a wage increase in the amount of 3.5%.
 - b. Effective July 15, 2024, the following classifications will receive an additional labor market and/or internal equity increase to the control rate as follows:
 1. Police Chief: 0.50%
 2. Fire Chief: 5.90%
 3. Assistant City Manager: 4.60%
 4. Chief Information Officer: 1.00%
 5. Director of Human Resources: 1.00%
 6. Director of Parks, Rec & Community Services: 2.88%
 7. Director of Public Health/Health Officer: 1.00%
 8. Director of Transportation: 1.00%
 - c. Effective September 9, 2024, executive employees, with the exception of Council-appointed executives, will receive a wage increase in the amount of 1%.
2. MTO bank cap: Allow excess hours exceeding the cap to be cashed out.
 3. Remove State Disability Insurance (SDI) program language.
 4. Add Temporary Special Assignment pay of 10% (duties equal or lower than regular assignment).
 5. Auto Allowance: Increase from \$525 per month to \$625 per month for Assistant City Managers and \$475 per month to \$575 per month for department directors.
 6. Add Educational Incentive Pay of 3% for employees in the classification of Fire Chief who possess the Office of the State Marshal Executive Chief Fire Officer certificate or a Master's Degree.
 7. Add Educational Incentive Pay of 3% for employees in the classification of Police Chief who possess the Executive POST certificate or a Master's Degree.
 8. 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:

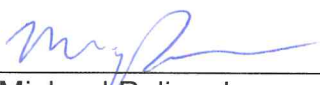
The fully burdened FY 2025 fiscal impact of the recommended increases is approximately \$2.6 million, 70% of which will impact the General Fund (101). The FY 2025 Operating Budget includes additional funding in anticipation of wage increases. However, staff will monitor personnel expenses and request a supplemental appropriation during the fiscal year if necessary.

Respectfully Submitted,



TIFFANY JACOBS-QUINN
Human Resources Director

Prepared by:



Michael Paliwoda
Principal Human Resources Analyst

Approved by:



MIGUEL MÁRQUEZ
City Manager

Attachments:

- Attachment A – Non-Represented Non-Management Salary Resolution
- Attachment B – Non-Represented Management Salary Resolution
- Attachment C – Executive Management Salary Resolution