

Agenda Report

July 14, 2025

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 recommended several updates to the Non-Represented Non-Management, Non-Represented Management and Executive Management salary resolutions.

In addition to specified cost of living increases, this year's recommended updates include a step consolidation from 10 to 5 steps for some classifications, and additional one-time increases to select classifications. These classifications, which are identified below, are recommended for additional one-time 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. These salary resolutions also include a recommended wage increase for next fiscal year, which means that these resolutions will cover two years of wages, benefits, and terms and conditions of employment.

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

Non-Represented Non-Management:

1. Salary Increases:

- a. Effective July 1, 2025, all Non-Represented Non-Management employees who currently earn less than the July 1, 2025 minimum wage will receive a wage increase to \$18.04 per hour.
- b. Effective July 14, 2025, the following classifications will receive an additional labor market and/or internal equity increase to the control rate as follows:
 1. Legal Assistant: 3.75%
 2. Paralegal: 0.38%
- c. Effective July 14, 2025, move the Aquatic Supervisor-B (Full Time), Lifeguard-B (Full Time) and Senior Lifeguard/Instructor-B (Full Time) classifications from 10-steps to a salary range.
- d. Effective July 14, 2025, Non-Represented Non-Management employees with classifications on a salary range, with the exception of retired annuitants, will receive a wage increase in the amount of 3%. This wage increase will be offset by any increase provided under the July 1, 2025 minimum wage increase.
- e. Effective July 14, 2025, all employees on Step 10 will receive a one-time lump sum payment of 2.5% of base pay.
- f. Effective July 14, 2025, consolidate the 10-step salary schedule to 5-steps with a 5% differential between each step. New step placement for all steps except current Step 10 will provide at least a 6% increase to base pay over the next two years. For this reason, there will be no additional salary increase for fiscal year 2026-27.
- g. Effective July 13, 2026, Non-Represented Non-Management employees with classifications on a salary range, with the exception of retired annuitants, will receive a wage increase in the amount of 3%.

2. Bilingual Pay: Increase from \$90 to \$120 per month.
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 14, 2025, Non-Represented Management employees will receive a wage increase in the amount of 3%.
 - b. Effective July 14, 2025, the following classifications will receive an additional labor market and/or internal equity increase to the control rate as follows:
 1. Police Administrator: 4.87%
 2. Police Civilian Commander: 0.26%
 3. Deputy Police Chief: 0.63%
 4. Police Commander: 0.63%
 5. Deputy Fire Chief: 0.81%
 - c. Effective July 13, 2026, Non-Represented Management employees will receive a wage increase in the amount of 3%.
2. Bilingual Pay: Increase for non-sworn safety management classifications from \$90 to \$120 per month.
3. Vacation: Increase maximum banked vacation hours cap by 80 hours at each tier.
4. Management Time Off (MTO): Excess hours exceeding the cap shall be cashed out.

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 Increases:
 - a. Effective July 14, 2025, executive employees, with the exception of Council-appointed executives, will receive a wage increase in the amount of 3%.

b. Effective July 14, 2025, the following classifications will receive an additional labor market and/or internal equity increase to the control rate as follows:

1. Police Chief: 0.63%
2. Fire Chief: 0.81%

c. Effective July 13, 2026, executive employees, with the exception of Council-appointed executives, will receive a wage increase in the amount of 3%.

2. Management Time Off (MTO): One-time lump sum of additional 40 hours of MTO.

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 by periodically reviewing and updating the salaries and benefits of non-represented City employees.


ENVIRONMENTAL ANALYSIS:

The proposed action is exempt from the CEQA pursuant to State CEQA Guidelines Section 15061 (b) (3), the "common sense" provision of CEQA (formerly the general rule), which applies to projects which may have the potential for causing a significant effect on the environment. The proposed action will not result in any new development or physical changes.

FISCAL IMPACT:


The fully burdened fiscal impact of the recommended Salary Resolutions for FY 2026 is estimated at \$2 million, with ongoing expenses of approximately \$3.2 million annually in future fiscal years. Approximately 70% of the costs will impact the General Fund. The FY 2026 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,



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Human Resources Director

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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