Agenda Report

November 17, 2026

TO: Honorable Mayor and City Council

FROM: Human Resources Department

SUBJECT: **ADOPT A RESOLUTION UPDATING THE SALARY OF ONE EXISTING CLASSIFICATION REPRESENTED BY PMA**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action in the agenda report is exempt from the California Public Resources Code Section 21065 and within the meaning of California Environmental Quality Act ("CEQA") Guidelines Section 15378(b); and

2. Adopt a Resolution updating the salary of one existing classification represented by PMA.

BACKGROUND:

The Human Resources Department's Labor Relations and Classification & Compensation Division is responsible for managing classification and compensation work for the City. Periodically there is a need to update or add job classifications and salary rates as duties and the operational needs of the City change over time and the marketplace adjusts. The City's Manual of Personnel & Administrative Rules establishes a comprehensive process for classification submission in which the Human Resources Department reviews, approves, and provides recommendations on classification requests.

A provision in the Memorandum of Understanding (MOU) between the City and Pasadena Management Association (PMA) also provides a compensation review for classifications or classification series as outlined in the MOU. The following classification was reviewed:

Facilities Maintenance Coordinator – Existing Classification

Staff recommends establishing a new control rate of $107,266 for the existing classification of Facilities Maintenance Coordinator. The existing control rate is $99,491.

The Facilities Maintenance Coordinator is represented by the Pasadena Management Association.

As a result of the review above, Human Resources recommends updating the salary control rate of one existing classification. The recommended salary control rate for this classification was determined following an analysis of comparable classifications in the labor market and/or an analysis of internal alignment with comparable classifications within the City, as well as each department's ability to absorb the increases in the current operating budget appropriations. The recommended change is intended to support the City's ability to recruit and retain skilled personnel in a competitive labor market. This action does not require any additional FTEs at this time. The PMA bargaining unit is supportive of the proposed salary adjustment.

Summary of recommended change:

Action	Classification	Current Annual Control Rate	New Annual Control Rate	Labor Group
Revise	Facilities Maintenance Coordinator	$99,491	$107,266	PMA

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 classifications and salaries of City employees.

ENVIRONMENTAL ANALYSIS:

The proposed action is not a "project" subject to the California Public Resources Code Section 21065 and within the meaning of California Environmental Quality Act ("CEQA") Guidelines Section 15378(b). The proposed action constitutes a continuing administrative or organizational activity that will not result in a direct or reasonably foreseeable indirect physical change in the environment.

FISCAL IMPACT:

Approval and implementation of the updated salary will have a fiscal impact of up to $12,110 in FY 2027 (pro-rated) and up to $20,991 in FY 2028. Approximately 53% of the costs will impact the Water Fund and the remaining 47% will impact the Building Maintenance Fund. The costs will be absorbed within the annual operating budget of each respective department. However, staff will monitor personnel expenses and request additional appropriations during the fiscal year if necessary.

Respectfully submitted,

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for

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