



City Manager's Report
January 23, 2018 City Council Meeting
Prepared by: Steve Youel
Item #: 8.4

Subject: Adopt a resolution retroactively approving and affirming a new salary schedule effective December 30, 2017.

Discussion: The City's salary schedule for seasonal part-time Community Services Department positions was last revised on January 1, 2017. Revisions to the schedule are needed to comply with the State's mandated increase in the minimum wage from \$10.50 to \$11.00 per hour effective January 1, 2018.

The intent of this recommendation is to establish a new pay scale that reflects the pending rate increase, treats all part-time employees fairly and keeps the City competitive in the local part-time employment market.

Analysis: To achieve a better understanding of the Department's part-time wages, staff surveyed several Recreation and Parks Departments with similar programs (Attachment A). Through the survey, staff discovered that most agencies are similarly in the process of revising fees and pay schedules, so comparisons can only be made based on current information. Staff will not know precisely how the City compares until new pay scales are established by the agencies surveyed. The proposed pay scale will likely be comparable and keep the City competitive in the job market. Revised pay scales from like agencies should be available for comparison prior to budget preparations for the 2018-19 Fiscal Year. In addition, staff contacted several local businesses to determine the local hourly rates for entry level positions.

The proposed Part-Time Wage schedule is outlined in Attachment B. The schedule includes four general employee classifications: 1.) General Recreation, 2.) Aquatics, 3.) Parks, Facilities, and Grounds, and 4.) Gold Bug Park. Each classification shows specific job titles and a five-step scale, with a 3% annual merit increase between each step. The proposed Part-Time Employee Wage Schedule shows wages that would go into effect as of January 1, 2018. It is important to note that while the wage schedule indicates 5 steps, most part-time employees have not received step increases since 2009.

The proposed salary schedule also includes a 2.50% salary adjustment for all other non-sworn positions.

Options: 1.) Approve the proposed salary schedule as presented.
2.) Adopt a different salary schedule.

Cost: The proposed pay scale will increase the Community Service Department's part-time personnel costs by approximately \$15,219 as follows:

Table 1

PROGRAM	INCREASE TO PART-TIME PERSONNEL EXPENDITURES
Adult Basketball	\$ 324
Adult Softball	\$ 1,133
Adult Volleyball	\$ 105
Aquatics	\$ 8,701
Youth Basketball	\$ 1,319
Gold Bug Park Admissions	\$ 2,940
Youth Sports Camps	\$ 101
General Recreation	\$ 596
Total	\$ 15,219

The \$15,219 in additional part-time personnel costs were incorporated in the proposed Fiscal Year 2017/2018 Operating Budget. Staff recognizes the importance of recreation and parks programs recovering the direct costs associated with each program. This can be accomplished through a variety of strategies including but not limited to: a.) Increased participant fees, b.) Improved marketing and advertising strategies, c.) Enhancements to customer service and d.) Restructuring of programs and services.

If the new part-time pay scale is approved by City Council, City staff will work with the Recreation and Parks Commission to develop specific cost recovery strategies for each program that may require participation fees to be raised in the future. The following programs have already had their participation fee increases approved by City Council; Youth Basketball, Adult 5x5 Basketball, Adult Volleyball, Adult 3x3 Basketball, and Adult Softball.

The annual cost of the 2.50% salary adjustment for all other non-sworn positions is approximately \$89,728. So, the total cost for all changes to the proposed salary schedule is \$104,947.

Budget Impact: The \$104,947 total additional cost of the proposed salary schedule was incorporated into the adopted Fiscal Year 2017/2018 adopted Operating Budget.

Recommendation: Adopt a resolution retroactively approving and affirming a new salary schedule effective December 30, 2017.



M. Cleve Morris, City Manager



Steve Youel, Director of Community Services



Dave Warren, Director of Finance

Attachment A - Agency Wage Comparison
Attachment B - Proposed Part-Time Wage Scale
Attachment C – Draft Salary Schedule