



CITY COUNCIL AGENDA R, EPORT

Meeting Date: December 8, 2022

From: Abby Partin, Human Resources Administrator

Subject: Approval of Resolutions Adopting Pay Scales and Master Pay Schedule for Fiscal Year (FY) 2022-23.

Community Goal/Result

Fiscally Prudent

Purpose

To ensure qualified, stable and dedicated workforce for the community.

Recommendation

Adopt Resolutions to amend current pay scales and update master pay schedule for FY 2022-23.

Background

On November 4, 2016, CalPERS issued Circular Letter 200-050-16, clarifying that pay schedules must comply with Government Code (GC) Section 20636 and California Code of Regulations (CCR), Title 2, Section 570.5. If an agency does not meet the requirements outlined in GC Section 20636 and CCR, Title 2, Section 570.5, CalPERS may determine an amount that may be considered to be the pay rate.

To comply with these codes, pay schedules need to meet the following requirements:

1. Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws;
2. Identifies the position title for every employee position;
3. Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
4. Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
5. Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
6. Indicates an effective date and date of any revisions;
7. Is retained by the employer and available for public inspection for not less than five years; and
8. Does not reference another document in lieu of disclosing the payrate.

On May 17, 2017, the City began posting a master pay schedule that combines all of the pay schedules, including Council Member and Commissioner Pay, together in one document as the master pay schedule, to avoid possible issues with CalPERS going forward.

In December 2022, the City completed negotiations and reached an agreement with all of the employee bargaining groups outlining wages, benefits and working conditions for each respective group. Staff will post the approved labor/employment agreements and associated salary information on the City's website to provide the public with access to this information at <https://www.brisbaneca.org/hr/page/labor-agreements> and <https://www.brisbaneca.org/hr/page/salary-information>

Discussion

Staff is presenting for adoption tonight the pay schedule increases for the upcoming FY 2022-23 effective the first full pay period in January 2023. The summary of the updates to the master pay schedule are as follows:

- Confidential Management Employees: The classifications in this group will receive a 3% pay increase and the current filled positions in this classification and their respective top step pay rates include: Assistant City Manager at \$127.12 per hour and Finance Director at \$105.78 per hour.
- Executive Management: The classifications in this group will receive a 3% pay increase and the current filled positions in this classification and their respective top step pay rates include: City Clerk at \$68.54 per hour, Community Development Director at \$106.91 per hour, Parks and Recreation Director at \$101.93 per hour and Public Works Director/City Engineer at \$125.15 per hour.
- Police Chief: This classification will receive a 3% pay increase and the new pay rate will be \$124.73 per hour at the top step.
- The following bargaining groups will also receive a 3% pay increase: Brisbane Fire Management, Confidential Employees, General Employees Association, International Association of Firefighters, Local 2400, Mid-Management/Professional Employees, Police Commander.

Historically, the City Council has approved pay increases for hourly unrepresented employees that mirror the pay increases of represented bargaining groups. In order to continue this practice, staff is requesting Council to approve for this fiscal year a similar 3% increase to the pay scales for hourly employees, with the exception of the Intern, Habitat Restoration Lead Worker and Special Assistant positions to ensure the hourly employees are compensated appropriately and their compensation kept in line with their fellow employees in the bargaining units. Staff is also recommending that hourly pay step scales that are currently below the scheduled January 2023 minimum wage increase have their starting step (Step A) be set at \$15.50 per hour and additional steps (Grades B to E) be adjusted in increments of 5% accordingly, so that minimum wage requirement is met.

Staff recommends City Council approves the attached resolutions, so that the City is in compliance with GC Section 20636 and CCR section 570.5, and able to work towards retaining and attracting the quality and expertise of staff required by Council and the community.

Fiscal Impact

These increases are reflected in the FY 2022-23 budget.

Measure of Success

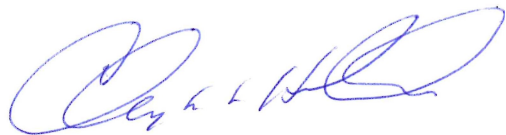
The City is able to recruit and retain a qualified, stable and dedicated workforce.

Attachments

1. CalPERS Circular Letter 200 500 16 Agreement
2. Resolutions 2022-XX through 2022-XX



Abby Partin, HR Administrator



Clay Holstine, City Manager