



CITY COUNCIL AGENDA REPORT

Meeting Date: October 17, 2024

From: Abby Partin, Human Resources Director

Subject: Approve Resolution to Amend the Master Pay Schedule to Meet the New Minimum Wage Requirement.

Community Goal/Result

Fiscally Prudent

Purpose

To meet the new state minimum wage effective January 1, 2025, and to ensure the community continues to receive excellent service by retaining and attracting exceptional employees in a financially prudent manner.

Recommendation

Adopt the resolution to amend the Master Pay Schedule to meet the minimum wage requirement.

Background and Discussion

On April 4, 2016, the California Legislature approved legislation amending the minimum wage phase-in requirements. This requires the minimum wage to be \$16.50 per hour effective January 1, 2025. This change affects three classifications: Habitat Restoration Lead Worker, Intern and Special Assistant, which includes starting rates currently below the \$16.50 per hour rate. Details regarding these classifications are as follows:

- The Habitat Restoration Lead Worker is a former grant funded classification historically to help restore the Brisbane Acres.
- The Intern is a classification that provides college students internship opportunities with the City during the summer to learn how departments interact/function and provide public sector experience.
- The Special Assistant is a classification generally used for temporary, limited duration assignments and/or special projects.

Staff recommends that the current starting salary for all three classifications move from \$16.00 to \$16.50 per hour. As the Habitat Restoration Lead Worker is a single step pay scale and the Intern and Special Assistant are a salary range instead of steps, there is no further adjustment other than the starting rate necessary.

Fiscal Impact

As there are no employees at the minimum rate of these classifications, there is no fiscal impact with this adjustment.

Measure of Success

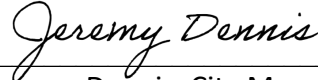
The City is able to hire and retain high quality workforce.

Attachments

Resolution 2024-__



Abby Partin, Human Resources Director



Jeremy Dennis, City Manager

RESOLUTION NO 2024- ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE
AMENDING THE MASTER PAY SCHEDULE FOR ALL EMPLOYEES**

WHEREAS, the City of Brisbane contracts with the California Public Employees' Retirement System (CalPERS) to provide retirement benefits for its employees; and

WHEREAS, pursuant to California Code of Regulations, Title 2, Section 570.5, CalPERS requires governing bodies of local agencies contracting with CalPERS to approve and adopt a publicly available pay schedule in accordance with public meeting laws; and

WHEREAS, the pay schedule must identify the position title for every employee position, the pay rate for each position title, and applicable time base for the pay rate; and

WHEREAS, the City Council of the City of Brisbane desires to approve and adopt a publicly available Master Pay Schedule, showing all established employee positions and pay rates, in accordance with the requirement of California Code of Regulations, Title 2 Section 570.5.

NOW, THEREFORE, the City Council of the City of Brisbane resolves as follows:
The Master Pay Schedule is approved as set forth in Exhibit "B" and is incorporated by reference as though fully set forth herein.

Terry O'Connell, Mayor

I hereby certify that the foregoing Resolution No. 2024-__ was duly and regularly adopted at a regular meeting of the Brisbane City Council on October 17, 2024, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Ingrid Padilla, City Clerk

Exhibit B

Appendix A

City of Brisbane Master Pay Schedule

Approved per Resolution No. 2024-XX

Job Classification	Hourly Grade A	Hourly Grade B	Hourly Grade C	Hourly Grade D	Hourly Grade E	Monthly	Fixed Hourly	Hourly Range	Effective Date	Bargaining Group	FLSA Status
Accounting Assistant I	\$ 29.20	\$ 30.67	\$ 32.21	\$ 33.82	\$ 35.51				7/1/2024	General Employees	Non-Exempt
Accounting Assistant II	\$ 32.15	\$ 33.76	\$ 35.46	\$ 37.22	\$ 39.09				7/1/2024	General Employees	Non-Exempt
Accounting Systems Analyst	\$ 44.15	\$ 46.48	\$ 48.80	\$ 51.24	\$ 53.80				7/1/2024	General Employees	Non-Exempt
Administrative Assistant	\$ 38.63	\$ 40.57	\$ 42.59	\$ 44.72	\$ 46.96				7/1/2024	General Employees	Non-Exempt
Administrative Management Analyst	\$ 49.18	\$ 51.62	\$ 54.22	\$ 56.91	\$ 59.77				7/1/2024	Confidential Employee	Exempt
Administrative Services Director	\$ 99.29	\$ 104.24	\$ 109.46	\$ 114.93	\$ 120.69				7/1/2024	Confidential Management	Exempt
Assistant Engineer I	\$ 44.99	\$ 47.24	\$ 49.60	\$ 52.09	\$ 54.68				7/1/2024	General Employees	Non-Exempt
Assistant Engineer II	\$ 49.49	\$ 51.94	\$ 54.56	\$ 57.28	\$ 60.15				7/1/2024	General Employees	Non-Exempt
Assistant City Manager	\$ 114.18	\$ 119.88	\$ 125.88	\$ 132.17	\$ 138.79				7/1/2024	Confidential Management	Exempt
Assistant to the City Manager	\$ 76.08	\$ 79.88	\$ 83.89	\$ 88.07	\$ 92.48				7/1/2024	Executive Management	Exempt
Assistant Fire Marshal	\$ 85.40	\$ 89.67	\$ 94.15	\$ 98.86	\$ 103.80				7/1/2024	Brisbane Fire Management	Exempt
Associate Civil Engineer	\$ 58.92	\$ 61.86	\$ 64.95	\$ 68.21	\$ 71.62				7/1/2024	Mid-Management/Professional	Exempt
Associate Planner	\$ 52.06	\$ 54.67	\$ 57.41	\$ 60.27	\$ 63.29				7/1/2024	General Employees	Non-Exempt
Building Permit Technician	\$ 39.42	\$ 41.39	\$ 43.46	\$ 45.64	\$ 47.91				7/1/2024	General Employees	Non-Exempt
Cashier	\$ 16.96	\$ 17.81	\$ 18.70	\$ 19.63	\$ 20.61				7/1/2024	Unrepresented	Non-Exempt
C/CAG Stormwater Program Director	\$ 77.84	\$ 81.73	\$ 85.82	\$ 90.12	\$ 94.62				7/1/2024	Mid-Management/Professional	Exempt
City Clerk	\$ 61.56	\$ 64.65	\$ 67.88	\$ 71.28	\$ 74.83				7/1/2024	Executive Management	Exempt
City Manager	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 151.44		6/24/2024	Unrepresented	Exempt
Code Enforcement Officer	\$ 41.98	\$ 44.08	\$ 46.28	\$ 48.59	\$ 51.03				7/1/2024	General Employees	Non-Exempt
Communications Digital and Media Coordinator	\$ 39.42	\$ 41.39	\$ 43.46	\$ 45.64	\$ 47.91				7/1/2024	General Employees	Non-Exempt
Communications Manager	\$ 57.52	\$ 60.54	\$ 63.72	\$ 67.07	\$ 70.60				7/1/2024	Mid-Management/Professional	Exempt
Community Development Director	\$ 96.01	\$ 100.81	\$ 105.87	\$ 111.16	\$ 116.72				7/1/2024	Executive Management	Exempt
Community Development Technician	\$ 39.42	\$ 41.39	\$ 43.46	\$ 45.64	\$ 47.91				7/1/2024	General Employees	Non-Exempt
Community Services Officer	\$ 34.37	\$ 36.59	\$ 38.42	\$ 40.34	\$ 42.35				7/1/2024	General Employees	Non-Exempt
Council Member	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400.00			7/1/2024	Elected Position	
Crossing Guard	\$ 16.96	\$ 17.81	\$ 18.70	\$ 19.63	\$ 20.61				7/1/2024	Unrepresented	Non-Exempt
Deputy City Clerk/Executive Assistant	\$ 46.29	\$ 48.60	\$ 51.03	\$ 53.59	\$ 56.26				7/1/2024	Confidential	Exempt
Deputy Director of Public Works	\$ 86.96	\$ 91.31	\$ 95.88	\$ 100.68	\$ 105.70				7/1/2024	Mid-Management/Professional	Exempt
Deputy Finance Director	\$ 77.84	\$ 81.73	\$ 85.82	\$ 90.12	\$ 94.62				7/1/2024	Mid-Management/Professional	Exempt
Director of Marina/Aquatics Services	\$ 63.73	\$ 66.92	\$ 70.27	\$ 73.78	\$ 77.47				7/1/2024	Executive Management	Exempt
Engineering Technician	\$ 43.36	\$ 45.54	\$ 47.81	\$ 50.18	\$ 52.71				7/1/2024	General Employees	Non-Exempt
Executive Administrative Assistant	\$ 40.05	\$ 42.04	\$ 44.14	\$ 46.35	\$ 48.67				7/1/2024	General Employees	Non-Exempt
Facility Attendant	\$ 19.87	\$ 20.86	\$ 21.91	\$ 23.01	\$ 24.15				7/1/2024	Unrepresented	Non-Exempt
Finance Director	\$ 95.02	\$ 99.77	\$ 104.76	\$ 110.02	\$ 115.49				7/1/2024	Confidential Management	Exempt
Financial Services Manager	\$ 67.23	\$ 70.59	\$ 74.12	\$ 77.84	\$ 81.73				7/1/2024	Mid-Management/Professional	Exempt
Fire Captain	\$ 46.95	\$ 49.29	\$ 51.77	\$ 54.35	\$ 57.07				7/1/2024	IAFF Local 2400	Non-Exempt
Fire Prevention Officer	\$ 55.01	\$ 60.78	\$ 63.81	\$ 66.99	\$ 70.35				7/1/2024	IAFF Local 2400	Non-Exempt
Fire Trainee	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 27.36		7/1/2024	IAFF Local 2400	Non-Exempt
Firefighter	\$ 39.29	\$ 41.25	\$ 43.32	\$ 45.46	\$ 47.74				7/1/2024	IAFF Local 2400	Non-Exempt
Firefighter II	\$ 43.22	\$ 45.38	\$ 47.65	\$ 50.01	\$ 52.52				7/1/2024	IAFF Local 2400	Non-Exempt
Firefighter/Paramedic	\$ 39.29	\$ 41.25	\$ 43.32	\$ 45.46	\$ 47.74				7/1/2024	IAFF Local 2400	Non-Exempt
Firefighter/Paramedic II	\$ 43.22	\$ 45.38	\$ 47.65	\$ 50.01	\$ 52.52				7/1/2024	IAFF Local 2400	Non-Exempt
Geographic Information System Manager	\$ 57.52	\$ 60.54	\$ 63.72	\$ 67.07	\$ 70.60				7/1/2024	Mid-Management/Professional	Exempt
Habitat Restoration Lead Worker	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 16.50		1/1/2025	Unrepresented	Non-Exempt
Harbormaster	\$ 54.22	\$ 56.92	\$ 59.77	\$ 62.76	\$ 65.90				7/1/2024	Mid-Management/Professional	Exempt
Head Lifeguard	\$ 23.83	\$ 25.03	\$ 26.27	\$ 27.60	\$ 28.96				7/1/2024	Unrepresented	Non-Exempt
History Project Asst	\$ 40.33	\$ 42.35	\$ 44.46	\$ 46.68	\$ 49.02				7/1/2024	Unrepresented	Non-Exempt
Human Resources Administrator	\$ 79.43	\$ 83.40	\$ 87.57	\$ 91.95	\$ 96.55				7/1/2024	Confidential	Exempt
Human Resources Director	\$ 93.25	\$ 97.91	\$ 102.81	\$ 107.95	\$ 113.35				7/1/2024	Confidential Management	Exempt
Human Resources Technician	\$ 39.42	\$ 41.39	\$ 43.46	\$ 45.64	\$ 47.91				7/1/2024	General Employees	Non-Exempt
Information Technology & Systems Administrator	\$ 59.27	\$ 62.24	\$ 65.35	\$ 68.61	\$ 72.06				7/1/2024	Mid-Management/Professional	Exempt
Intern	\$ -	\$ -	\$ -	\$ -	\$ -			\$16.50 - \$23.00	1/1/2025	Unrepresented	Non-Exempt
Lifeguard	\$ 18.08	\$ 18.99	\$ 19.93	\$ 20.93	\$ 21.96				7/1/2024	Unrepresented	Non-Exempt
Management Analyst (Part-time)	\$ 44.59	\$ 46.83	\$ 49.16	\$ 51.62	\$ 54.20				7/1/2024	Unrepresented	Non-Exempt

Job Classification	Hourly Grade A	Hourly Grade B	Hourly Grade C	Hourly Grade D	Hourly Grade E	Monthly	Fixed Hourly	Hourly Range	Effective Date	Bargaining Group	FLSA Status
Marina Maintenance Worker I	\$ 33.81	\$ 35.49	\$ 37.26	\$ 39.13	\$ 41.09				7/1/2024	General Employees	Non-Exempt
Marina Maintenance Worker II	\$ 37.18	\$ 39.03	\$ 40.99	\$ 43.02	\$ 45.18				7/1/2024	General Employees	Non-Exempt
Marina Maintenance Worker I (Part-time)	\$ 34.47	\$ 36.19	\$ 38.00	\$ 39.92	\$ 41.91				7/1/2024	Unrepresented	Non-Exempt
Marina Maintenance Worker II (Part-time)	\$ 37.90	\$ 39.83	\$ 41.78	\$ 43.86	\$ 46.09				7/1/2024	Unrepresented	Non-Exempt
Marina Services Director	\$ 59.57	\$ 62.55	\$ 65.68	\$ 68.95	\$ 72.41				7/1/2024	Executive Management	Exempt
Office Assistant	\$ 30.98	\$ 32.48	\$ 34.10	\$ 35.81	\$ 37.62				7/1/2024	General Employees	Non-Exempt
Office Assistant (Part-Time)	\$ 31.55	\$ 33.11	\$ 34.77	\$ 36.53	\$ 38.35				7/1/2024	Unrepresented	Non-Exempt
Office Specialist	\$ 36.32	\$ 38.13	\$ 40.05	\$ 42.04	\$ 44.14				7/1/2024	General Employees	Non-Exempt
Office Specialist (Part-Time)	\$ 37.05	\$ 38.89	\$ 40.84	\$ 42.88	\$ 45.03				7/1/2024	Unrepresented	Non-Exempt
Park/Beach/Recreation Commissioner	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00			7/1/2024	Appointed Position	
Parks & Recreation Director	\$ 91.55	\$ 96.14	\$ 100.94	\$ 105.98	\$ 111.29				7/1/2024	Executive Management	Exempt
Parks/Facilities Maintenance Worker I	\$ 33.81	\$ 35.49	\$ 37.26	\$ 39.13	\$ 41.09				7/1/2024	General Employees	Non-Exempt
Parks/Facilities Maintenance Worker I (Part-Time)	\$ 34.47	\$ 36.19	\$ 38.00	\$ 39.92	\$ 41.91				7/1/2024	Unrepresented	Non-Exempt
Parks/Facilities Maintenance Worker II	\$ 37.18	\$ 39.03	\$ 40.99	\$ 43.02	\$ 45.18				7/1/2024	General Employees	Non-Exempt
Payroll/Utility Billing Technician	\$ 39.42	\$ 41.39	\$ 43.46	\$ 45.64	\$ 47.91				7/1/2024	General Employees	Non-Exempt
Planning Commissioner	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00			7/1/2024	Appointed Position	
Police Chief	\$ 112.05	\$ 117.65	\$ 123.52	\$ 129.72	\$ 136.19				7/1/2024	Police Chief	Exempt
Police Commander	\$ 101.01	\$ 106.07	\$ 111.38	\$ 116.95	\$ 122.79				7/1/2024	Police Commander	Exempt
Police Officer	\$ 51.34	\$ 53.91	\$ 56.60	\$ 59.43	\$ 62.40				7/1/2024	Brisbane Police Officers Association*	Non-Exempt
Police Officer - 40 hour shift (Detective/SRO)	\$ 53.91	\$ 56.60	\$ 59.43	\$ 62.40	\$ 65.52				7/1/2024	Brisbane Police Officers Association*	Non-Exempt
Police Corporal	\$ 56.47	\$ 59.30	\$ 62.26	\$ 65.37	\$ 68.64				7/1/2024	Brisbane Police Officers Association*	Non-Exempt
Police Sergeant	\$ 61.85	\$ 64.95	\$ 68.19	\$ 71.60	\$ 75.18				7/1/2024	Brisbane Police Officers Association*	Non-Exempt
Police Trainee	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 37.99		7/1/2024	Unrepresented	Non-Exempt
Pre-School Teacher	\$ 19.99	\$ 21.00	\$ 22.05	\$ 23.16	\$ 24.32				7/1/2024	Unrepresented	Non-Exempt
Principal Analyst	\$ 68.79	\$ 72.24	\$ 75.84	\$ 79.62	\$ 83.61				7/1/2024	Confidential	Exempt
Principal Planner	\$ 73.26	\$ 76.92	\$ 80.77	\$ 84.81	\$ 89.05				7/1/2024	Mid-Management/Professional	Exempt
Program Manager - SMCWPPP	\$ 72.46	\$ 76.10	\$ 79.90	\$ 83.90	\$ 88.10				7/1/2024	Mid-Management/Professional	Exempt
Public Service Aide	\$ 17.79	\$ 18.69	\$ 19.61	\$ 20.58	\$ 21.62				7/1/2024	Unrepresented	Non-Exempt
Public Works Director/City Engineer	\$ 112.42	\$ 118.03	\$ 123.92	\$ 130.13	\$ 136.64				7/1/2024	Executive Management	Exempt
Public Works Inspector	\$ 55.47	\$ 58.25	\$ 61.16	\$ 64.21	\$ 67.43				7/1/2024	General Employees	Non-Exempt
Public Works Lead Maintenance Worker	\$ 44.62	\$ 46.85	\$ 49.18	\$ 51.65	\$ 54.22				7/1/2024	General Employees	Non-Exempt
Public Works Maintenance Worker I	\$ 33.81	\$ 35.49	\$ 37.26	\$ 39.13	\$ 41.09				7/1/2024	General Employees	Non-Exempt
Public Works Maintenance Worker I (Part-time)	\$ 34.47	\$ 36.19	\$ 38.00	\$ 39.92	\$ 41.91				7/1/2024	Unrepresented	Non-Exempt
Public Works Maintenance Worker II	\$ 37.18	\$ 39.03	\$ 40.99	\$ 43.02	\$ 45.18				7/1/2024	General Employees	Non-Exempt
Public Works Superintendent	\$ 72.12	\$ 75.72	\$ 79.51	\$ 83.49	\$ 87.66				7/1/2024	Mid-Management/Professional	Exempt
Public Works Supervisor	\$ 55.12	\$ 57.88	\$ 60.77	\$ 63.81	\$ 67.00				7/1/2024	Mid-Management/Professional	Exempt
Public Works Team Leader	\$ 50.00	\$ 52.63	\$ 55.41	\$ 58.33	\$ 61.39				7/1/2024	Mid-Management/Professional	Exempt
Receptionist	\$ 30.94	\$ 32.48	\$ 34.10	\$ 35.81	\$ 37.62				7/1/2024	General Employees	Non-Exempt
Receptionist (Part-time)	\$ 31.55	\$ 33.11	\$ 34.77	\$ 36.53	\$ 38.35				7/1/2024	Unrepresented	Non-Exempt
Recreation Leader	\$ 19.96	\$ 20.96	\$ 22.01	\$ 23.10	\$ 24.26				7/1/2024	Unrepresented	Non-Exempt
Recreation Leader Aide	\$ 16.96	\$ 17.81	\$ 18.70	\$ 19.63	\$ 20.61				7/1/2024	Unrepresented	Non-Exempt
Recreation Manager	\$ 67.83	\$ 71.21	\$ 74.77	\$ 78.52	\$ 82.44				7/1/2024	Mid-Management/Professional	Exempt
Recreation Program Coordinator	\$ 34.32	\$ 36.62	\$ 38.45	\$ 40.37	\$ 42.38				7/1/2024	General Employees	Non-Exempt
Recreation Supervisor	\$ 50.11	\$ 52.63	\$ 55.25	\$ 58.01	\$ 60.91				7/1/2024	Mid-Management/Professional	Exempt
Regional Compliance Program Manager	\$ 57.52	\$ 60.54	\$ 63.72	\$ 67.07	\$ 70.60				7/1/2024	Mid-Management/Professional	Exempt
Reserve Police Officer	\$ 36.67	\$ 38.51	\$ 40.43	\$ 42.45	\$ 44.58				7/1/2024	Unrepresented	Non-Exempt
Senior Accounting Assistant	\$ 36.42	\$ 38.25	\$ 40.16	\$ 42.18	\$ 44.27				7/1/2024	General Employees	Non-Exempt
Senior Civil Engineer	\$ 72.46	\$ 76.10	\$ 79.90	\$ 83.90	\$ 88.10				7/1/2024	Mid-Management/Professional	Exempt
Senior Human Resources Analyst	\$ 54.94	\$ 57.68	\$ 60.57	\$ 63.60	\$ 66.77				7/1/2024	Confidential	Exempt
Senior Management Analyst	\$ 53.85	\$ 56.54	\$ 59.37	\$ 62.34	\$ 65.45				7/1/2024	Mid-Management/Professional	Exempt
Senior Planner	\$ 61.96	\$ 65.05	\$ 68.31	\$ 71.74	\$ 75.31				7/1/2024	Mid-Management/Professional	Exempt
Senior Recreation Leader	\$ 25.61	\$ 26.89	\$ 28.23	\$ 29.64	\$ 31.13				7/1/2024	Unrepresented	Non-Exempt
Sustainability Manager	\$ 57.52	\$ 60.54	\$ 63.72	\$ 67.07	\$ 70.60				7/1/2024	Mid-Management/Professional	Exempt
Special Assistant	\$ -	\$ -	\$ -	\$ -	\$ -			\$16.50-\$145.00	1/1/2025	Unrepresented	Non-Exempt
Spe Coun-Maj Dev Pro	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175.04			7/1/2024	Confidential Management	Exempt
Swim Instructor	\$ 19.72	\$ 20.71	\$ 21.75	\$ 22.84	\$ 23.98				7/1/2024	Unrepresented	Non-Exempt
Van Driver	\$ 18.55	\$ 19.49	\$ 20.47	\$ 21.50	\$ 22.57				7/1/2024	Unrepresented	Non-Exempt

Job Classification	Hourly Grade A	Hourly Grade B	Hourly Grade C	Hourly Grade D	Hourly Grade E	Monthly	Fixed Hourly	Hourly Range	Effective Date	Bargaining Group	FLSA Status
Water Quality Technician	\$ 37.18	\$ 39.03	\$ 40.99	\$ 43.02	\$ 45.18				7/1/2024	General Employees	Non-Exempt