



CITY COUNCIL AGENDA REPORT

Meeting Date: November 6, 2024
From: Abby Partin, Human Resources Director
Subject: Resolution to Amend the Master Pay Schedule to Meet the New Minimum Wage Requirement.

Recommendation

Staff recommend adoption of the resolution to amend the Master Pay Schedule to meet the new 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 \$16.90 per hour effective January 1, 2026. This change affects three classifications within the City: Habitat Restoration Lead Worker, Intern and Special Assistant. These classifications currently have starting hourly rates (\$16.50) below \$16.90. Details regarding these classifications are as follows:

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

Staff recommend that the current starting salary for all three classifications move from \$16.50 to \$16.90 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 amending the starting hourly pay rate.

Fiscal Impact

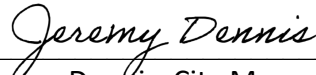
As there are no employees at the minimum rate of these classifications and funding for summer interns will be budgeted in the next fiscal year, there is no current fiscal impact with this adjustment.

Attachments

Resolution 2025-__



Abby Partin, Human Resources Director



Jeremy Dennis, City Manager

RESOLUTION NO 2025- ____

**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; and

WHEREAS, to comply with State law, the City of Brisbane is required to adjust the hourly pay rate of three classifications, Habitat Restoration Lead Worker, Intern and Special Assistant, to \$16.90

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

Cliff Lentz, Mayor

I hereby certify that the foregoing Resolution No. 2025-__ was duly and regularly adopted at a regular meeting of the Brisbane City Council on November 6, 2025, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Ingrid Padilla, City Clerk

Exhibit A

Appendix A

City of Brisbane Master Pay Schedule
Approved per Resolution No. 2025-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	\$ 30.52	\$ 32.05	\$ 33.66	\$ 35.34	\$ 37.11				7/14/2025	General Employees	Non-Exempt
Accounting Assistant II	\$ 33.60	\$ 35.28	\$ 37.05	\$ 38.90	\$ 40.84				7/14/2025	General Employees	Non-Exempt
Accounting Systems Analyst	\$ 46.14	\$ 48.57	\$ 51.00	\$ 53.55	\$ 56.22				7/14/2025	General Employees	Non-Exempt
Administrative Assistant	\$ 40.37	\$ 42.39	\$ 44.50	\$ 46.73	\$ 49.08				7/14/2025	General Employees	Non-Exempt
Administrative Management Analyst	\$ 51.39	\$ 53.95	\$ 56.66	\$ 59.47	\$ 62.46				7/14/2025	Confidential Employee	Exempt
Administrative Services Director	\$ 103.76	\$ 108.93	\$ 114.39	\$ 120.10	\$ 126.12				7/14/2025	Confidential Management	Exempt
Assistant Engineer I	\$ 47.01	\$ 49.37	\$ 51.83	\$ 54.43	\$ 57.14				7/14/2025	General Employees	Non-Exempt
Assistant Engineer II	\$ 51.72	\$ 54.28	\$ 57.01	\$ 59.86	\$ 62.85				7/14/2025	General Employees	Non-Exempt
Assistant City Manager	\$ 119.32	\$ 125.27	\$ 131.55	\$ 138.11	\$ 145.04				7/14/2025	Confidential Management	Exempt
Assistant to the City Manager	\$ 79.51	\$ 83.47	\$ 87.66	\$ 92.03	\$ 96.65				7/14/2025	Executive Management	Exempt
Assistant Fire Marshal	\$ 89.24	\$ 93.71	\$ 98.39	\$ 103.31	\$ 108.48				7/14/2025	Brisbane Fire Management	Exempt
Associate Civil Engineer	\$ 61.58	\$ 64.64	\$ 67.88	\$ 71.28	\$ 74.84				7/14/2025	Mid-Management/Professional	Exempt
Associate Planner	\$ 54.40	\$ 57.13	\$ 59.99	\$ 62.99	\$ 66.14				7/14/2025	General Employees	Non-Exempt
Building Permit Technician	\$ 41.20	\$ 43.25	\$ 45.42	\$ 47.69	\$ 50.06				7/14/2025	General Employees	Non-Exempt
Cashier	\$ 17.72	\$ 18.61	\$ 19.54	\$ 20.52	\$ 21.54				7/14/2025	Unrepresented	Non-Exempt
C/CAG Stormwater Program Director	\$ 81.34	\$ 85.41	\$ 89.68	\$ 94.17	\$ 98.88				7/14/2025	Mid-Management/Professional	Exempt
City Clerk	\$ 64.33	\$ 67.56	\$ 70.93	\$ 74.49	\$ 78.20				7/14/2025	Executive Management	Exempt
City Manager	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 158.25		7/14/2025	Unrepresented	Exempt
Code Enforcement Officer	\$ 43.87	\$ 46.07	\$ 48.36	\$ 50.78	\$ 53.33				7/14/2025	General Employees	Non-Exempt
Communications Digital and Media Coordinator	\$ 41.20	\$ 43.25	\$ 45.42	\$ 47.69	\$ 50.06				7/14/2025	General Employees	Non-Exempt
Communications Manager	\$ 60.10	\$ 63.26	\$ 66.59	\$ 70.09	\$ 73.78				7/14/2025	Mid-Management/Professional	Exempt
Community Development Director	\$ 100.33	\$ 105.35	\$ 110.63	\$ 116.16	\$ 121.97				7/14/2025	Executive Management	Exempt
Community Development Technician	\$ 41.20	\$ 43.25	\$ 45.42	\$ 47.69	\$ 50.06				7/14/2025	General Employees	Non-Exempt
Community Services Officer	\$ 35.91	\$ 38.23	\$ 40.15	\$ 42.15	\$ 44.26				7/14/2025	General Employees	Non-Exempt
Council Member	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400.00			7/14/2025	Elected Position	
Crossing Guard	\$ 17.72	\$ 18.61	\$ 19.54	\$ 20.52	\$ 21.54				7/14/2025	Unrepresented	Non-Exempt
Deputy City Clerk/Executive Assistant	\$ 48.37	\$ 50.79	\$ 53.33	\$ 56.01	\$ 58.79				7/14/2025	Confidential	Exempt
Deputy Director of Public Works	\$ 90.88	\$ 95.42	\$ 100.20	\$ 105.21	\$ 110.46				7/14/2025	Mid-Management/Professional	Exempt
Deputy Finance Director	\$ 81.34	\$ 85.41	\$ 89.68	\$ 94.17	\$ 98.88				7/14/2025	Mid-Management/Professional	Exempt
Director of Marina/Aquatics Services	\$ 66.60	\$ 69.93	\$ 73.43	\$ 77.10	\$ 80.95				7/14/2025	Executive Management	Exempt
Engineering Technician	\$ 45.31	\$ 47.59	\$ 49.96	\$ 52.44	\$ 55.08				7/14/2025	General Employees	Non-Exempt
Executive Administrative Assistant	\$ 41.85	\$ 43.93	\$ 46.13	\$ 48.44	\$ 50.86				7/14/2025	General Employees	Non-Exempt
Facility Attendant	\$ 20.77	\$ 21.80	\$ 22.89	\$ 24.04	\$ 25.24				7/14/2025	Unrepresented	Non-Exempt
Finance Director	\$ 99.30	\$ 104.26	\$ 109.48	\$ 114.97	\$ 120.69				7/14/2025	Confidential Management	Exempt
Financial Services Manager	\$ 70.26	\$ 73.77	\$ 77.46	\$ 81.34	\$ 85.41				7/14/2025	Mid-Management/Professional	Exempt
Fire Captain	\$ 49.07	\$ 51.51	\$ 54.10	\$ 56.79	\$ 59.63				7/14/2025	IAFF Local 2400	Non-Exempt
Fire Prevention Officer	\$ 57.48	\$ 63.52	\$ 66.69	\$ 70.01	\$ 73.51				7/14/2025	IAFF Local 2400	Non-Exempt
Fire Trainee	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 28.59		7/14/2025	IAFF Local 2400	Non-Exempt
Firefighter	\$ 41.06	\$ 43.11	\$ 45.26	\$ 47.51	\$ 49.89				7/14/2025	IAFF Local 2400	Non-Exempt
Firefighter II	\$ 45.16	\$ 47.42	\$ 49.79	\$ 52.26	\$ 54.88				7/14/2025	IAFF Local 2400	Non-Exempt
Firefighter/Paramedic	\$ 41.06	\$ 43.11	\$ 45.26	\$ 47.51	\$ 49.89				7/14/2025	IAFF Local 2400	Non-Exempt
Firefighter/Paramedic II	\$ 45.16	\$ 47.42	\$ 49.79	\$ 52.26	\$ 54.88				7/14/2025	IAFF Local 2400	Non-Exempt
Geographic Information System Manager	\$ 60.10	\$ 63.26	\$ 66.59	\$ 70.09	\$ 73.78				7/14/2025	Mid-Management/Professional	Exempt
Habitat Restoration Lead Worker	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 16.90		1/1/2026	Unrepresented	Non-Exempt
Harbormaster	\$ 56.66	\$ 59.48	\$ 62.46	\$ 65.58	\$ 68.86				7/14/2025	Mid-Management/Professional	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
Head Lifeguard	\$ 24.90	\$ 26.15	\$ 27.45	\$ 28.84	\$ 30.27				7/14/2025	Unrepresented	Non-Exempt
History Project Asst	\$ 42.14	\$ 44.25	\$ 46.46	\$ 48.78	\$ 51.23				7/14/2025	Unrepresented	Non-Exempt
Human Resources Administrator	\$ 83.00	\$ 87.15	\$ 91.51	\$ 96.09	\$ 100.89				7/14/2025	Confidential	Exempt
Human Resources Director	\$ 97.45	\$ 102.32	\$ 107.44	\$ 112.81	\$ 118.45				7/14/2025	Confidential Management	Exempt
Human Resources Technician	\$ 41.20	\$ 43.25	\$ 45.42	\$ 47.69	\$ 50.06				7/14/2025	General Employees	Non-Exempt
Information Technology & Systems Administrator	\$ 61.94	\$ 65.04	\$ 68.29	\$ 71.70	\$ 75.30				7/14/2025	Mid-Management/Professional	Exempt
Intern	\$ -	\$ -	\$ -	\$ -	\$ -			\$16.90 - \$23.00	1/1/2026	Unrepresented	Non-Exempt
Lifeguard	\$ 18.90	\$ 19.84	\$ 20.83	\$ 21.88	\$ 22.95				7/14/2025	Unrepresented	Non-Exempt
Management Analyst (Part-time)	\$ 46.60	\$ 48.94	\$ 51.38	\$ 53.94	\$ 56.64				7/14/2025	Unrepresented	Non-Exempt
Marina Maintenance Worker I	\$ 35.33	\$ 37.08	\$ 38.94	\$ 40.89	\$ 42.94				7/14/2025	General Employees	Non-Exempt
Marina Maintenance Worker II	\$ 38.85	\$ 40.79	\$ 42.84	\$ 44.96	\$ 47.22				7/14/2025	General Employees	Non-Exempt
Marina Maintenance Worker I (Part-time)	\$ 36.02	\$ 37.82	\$ 39.71	\$ 41.71	\$ 43.79				7/14/2025	Unrepresented	Non-Exempt
Marina Maintenance Worker II (Part-time)	\$ 39.61	\$ 41.63	\$ 43.66	\$ 45.83	\$ 48.16				7/14/2025	Unrepresented	Non-Exempt
Marina Services Director	\$ 62.25	\$ 65.36	\$ 68.63	\$ 72.06	\$ 75.67				7/14/2025	Executive Management	Exempt
Office Assistant	\$ 32.38	\$ 33.94	\$ 35.64	\$ 37.42	\$ 39.31				7/14/2025	General Employees	Non-Exempt
Office Assistant (Part-Time)	\$ 32.97	\$ 34.60	\$ 36.33	\$ 38.17	\$ 40.08				7/14/2025	Unrepresented	Non-Exempt
Office Specialist	\$ 37.95	\$ 39.84	\$ 41.85	\$ 43.93	\$ 46.13				7/14/2025	General Employees	Non-Exempt
Office Specialist (Part-Time)	\$ 38.72	\$ 40.64	\$ 42.67	\$ 44.81	\$ 47.05				7/14/2025	Unrepresented	Non-Exempt
Park/Beach/Recreation Commissioner	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00			7/14/2025	Appointed Position	
Parks & Recreation Director	\$ 95.67	\$ 100.47	\$ 105.48	\$ 110.75	\$ 116.29				7/14/2025	Executive Management	Exempt
Parks/Facilities Maintenance Worker I	\$ 35.33	\$ 37.08	\$ 38.94	\$ 40.89	\$ 42.94				7/14/2025	General Employees	Non-Exempt
Parks/Facilities Maintenance Worker I (Part-Time)	\$ 36.02	\$ 37.82	\$ 39.71	\$ 41.71	\$ 43.79				7/14/2025	Unrepresented	Non-Exempt
Parks/Facilities Maintenance Worker II	\$ 38.85	\$ 40.79	\$ 42.84	\$ 44.96	\$ 47.22				7/14/2025	General Employees	Non-Exempt
Payroll/Utility Billing Technician	\$ 41.20	\$ 43.25	\$ 45.42	\$ 47.69	\$ 50.06				7/14/2025	General Employees	Non-Exempt
Planning Commissioner	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00			7/14/2025	Appointed Position	
Police Chief	\$ 117.09	\$ 122.94	\$ 129.08	\$ 135.55	\$ 142.31				7/14/2025	Police Chief	Exempt
Police Commander	\$ 105.56	\$ 110.84	\$ 116.39	\$ 122.21	\$ 128.31				7/14/2025	Police Commander	Exempt
Police Officer	\$ 53.65	\$ 56.33	\$ 59.15	\$ 62.10	\$ 65.21				7/14/2025	Brisbane Police Officers Association*	Non-Exempt
Police Officer - 40 hour shift (Detective/SRO)	\$ 56.33	\$ 59.15	\$ 62.10	\$ 65.21	\$ 68.47				7/14/2025	Brisbane Police Officers Association*	Non-Exempt
Police Corporal	\$ 59.01	\$ 61.96	\$ 65.06	\$ 68.32	\$ 71.73				7/14/2025	Brisbane Police Officers Association*	Non-Exempt
Police Sergeant	\$ 64.64	\$ 67.87	\$ 71.26	\$ 74.82	\$ 78.57				7/14/2025	Brisbane Police Officers Association*	Non-Exempt
Police Trainee	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 39.70		7/14/2025	Unrepresented	Non-Exempt
Pre-School Teacher	\$ 20.89	\$ 21.95	\$ 23.04	\$ 24.21	\$ 25.42				7/14/2025	Unrepresented	Non-Exempt
Principal Analyst	\$ 71.88	\$ 75.49	\$ 79.25	\$ 83.20	\$ 87.37				7/14/2025	Confidential	Exempt
Principal Planner	\$ 76.56	\$ 80.39	\$ 84.41	\$ 88.63	\$ 93.06				7/14/2025	Mid-Management/Professional	Exempt
Program Manager - SMCWPPP	\$ 75.72	\$ 79.52	\$ 83.50	\$ 87.67	\$ 92.06				7/14/2025	Mid-Management/Professional	Exempt
Public Service Aide	\$ 18.59	\$ 19.53	\$ 20.49	\$ 21.51	\$ 22.60				7/14/2025	Unrepresented	Non-Exempt
Public Works Director/City Engineer	\$ 117.47	\$ 123.34	\$ 129.50	\$ 135.99	\$ 142.79				7/14/2025	Executive Management	Exempt
Public Works Inspector	\$ 57.97	\$ 60.88	\$ 63.91	\$ 67.10	\$ 70.46				7/14/2025	General Employees	Non-Exempt
Public Works Lead Maintenance Worker	\$ 46.63	\$ 48.96	\$ 51.39	\$ 53.97	\$ 56.66				7/14/2025	General Employees	Non-Exempt
Public Works Maintenance Worker I	\$ 35.33	\$ 37.08	\$ 38.94	\$ 40.89	\$ 42.94				7/14/2025	General Employees	Non-Exempt
Public Works Maintenance Worker I (Part-time)	\$ 36.02	\$ 37.82	\$ 39.71	\$ 41.71	\$ 43.79				7/14/2025	Unrepresented	Non-Exempt
Public Works Maintenance Worker II	\$ 38.85	\$ 40.79	\$ 42.84	\$ 44.96	\$ 47.22				7/14/2025	General Employees	Non-Exempt
Public Works Superintendent	\$ 75.36	\$ 79.13	\$ 83.09	\$ 87.25	\$ 91.60				7/14/2025	Mid-Management/Professional	Exempt
Public Works Supervisor	\$ 57.60	\$ 60.48	\$ 63.50	\$ 66.68	\$ 70.02				7/14/2025	Mid-Management/Professional	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
Public Works Team Leader	\$ 52.25	\$ 55.00	\$ 57.90	\$ 60.95	\$ 64.16				7/14/2025	Mid-Management/Professional	Exempt
Receptionist	\$ 32.33	\$ 33.94	\$ 35.64	\$ 37.42	\$ 39.31				7/14/2025	General Employees	Non-Exempt
Receptionist (Part-time)	\$ 32.97	\$ 34.60	\$ 36.33	\$ 38.17	\$ 40.08				7/14/2025	Unrepresented	Non-Exempt
Recreation Leader	\$ 20.86	\$ 21.90	\$ 23.00	\$ 24.14	\$ 25.35				7/14/2025	Unrepresented	Non-Exempt
Recreation Leader Aide	\$ 17.72	\$ 18.61	\$ 19.54	\$ 20.52	\$ 21.54				7/14/2025	Unrepresented	Non-Exempt
Recreation Manager	\$ 70.88	\$ 74.42	\$ 78.14	\$ 82.06	\$ 86.15				7/14/2025	Mid-Management/Professional	Exempt
Recreation Program Coordinator	\$ 35.86	\$ 38.27	\$ 40.18	\$ 42.18	\$ 44.29				7/14/2025	General Employees	Non-Exempt
Recreation Supervisor	\$ 52.36	\$ 55.00	\$ 57.73	\$ 60.62	\$ 63.66				7/14/2025	Mid-Management/Professional	Exempt
Regional Compliance Program Manager	\$ 60.10	\$ 63.26	\$ 66.59	\$ 70.09	\$ 73.78				7/14/2025	Mid-Management/Professional	Exempt
Reserve Police Officer	\$ 38.32	\$ 40.24	\$ 42.25	\$ 44.36	\$ 46.58				7/14/2025	Unrepresented	Non-Exempt
Senior Accounting Assistant	\$ 38.06	\$ 39.97	\$ 41.97	\$ 44.07	\$ 46.26				7/14/2025	General Employees	Non-Exempt
Senior Civil Engineer	\$ 75.72	\$ 79.52	\$ 83.50	\$ 87.67	\$ 92.06				7/14/2025	Mid-Management/Professional	Exempt
Senior Human Resources Analyst	\$ 57.41	\$ 60.28	\$ 63.30	\$ 66.46	\$ 69.77				7/14/2025	Confidential	Exempt
Senior Management Analyst	\$ 56.28	\$ 59.09	\$ 62.05	\$ 65.14	\$ 68.39				7/14/2025	Mid-Management/Professional	Exempt
Senior Planner	\$ 64.75	\$ 67.98	\$ 71.38	\$ 74.97	\$ 78.70				7/14/2025	Mid-Management/Professional	Exempt
Senior Recreation Leader	\$ 26.76	\$ 28.10	\$ 29.50	\$ 30.98	\$ 32.54				7/14/2025	Unrepresented	Non-Exempt
Sustainability Manager	\$ 60.10	\$ 63.26	\$ 66.59	\$ 70.09	\$ 73.78				7/14/2025	Mid-Management/Professional	Exempt
Special Assistant	\$ -	\$ -	\$ -	\$ -	\$ -			\$16.90-\$145.00	1/1/2026	Unrepresented	Non-Exempt
Spe Coun-Maj Dev Pro	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 175.04		7/14/2025	Confidential Management	Exempt
Swim Instructor	\$ 20.61	\$ 21.64	\$ 22.73	\$ 23.87	\$ 25.06				7/14/2025	Unrepresented	Non-Exempt
Van Driver	\$ 19.38	\$ 20.37	\$ 21.39	\$ 22.47	\$ 23.59				7/14/2025	Unrepresented	Non-Exempt
Water Quality Technician	\$ 38.85	\$ 40.79	\$ 42.84	\$ 44.96	\$ 47.22				7/14/2025	General Employees	Non-Exempt