



# CITY OF DEL REY OAKS

650 CANYON DEL REY BLVD., DEL REY OAKS, CALIFORNIA 93940  
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## Staff Report

**DATE:** August 26, 2025

**TO:** Honorable Mayor and City Council

**FROM:** John Guertin, City Manager

**SUBJECT:** Approve the Amended Salary Schedule for FY 2025-26

**CEQA:** This action does not constitute a “project” as defined by the California Environmental Quality Act (CEQA) guidelines section 15378 as it is an organizational activity of the City that will not result in direct or indirect physical changes in the environment.

### Recommendation

Approve the Amended Salary Schedule for FY 2025-26 with the 5%COLA and Police Reserve Officers rate of \$45.51 per hour worked (5thStep Police Officer) effective the pay period that includes July 1, 2025.

### Background

The FY 2025-2026 Budget was approved at June 24, 2025, Regular City Council Meeting per Resolution No. 2025-10. The approved budget included the 5% cost of living adjustment and the new rate of \$45.51 for the Police Reserve Officers.

### Summary & Discussion

The FY 2025-2026 Salary Schedule attached to FY 2025-2026 Budget was not revised to reflect the 5% COLA and the new rate for the Police Reserve Officers.

### Fiscal Impacts

None. The FY 2025-26 Adopted Budget includes this cost.

### Recommended Action

Approve the Amended Salary Schedule for FY 2025-26 with the 5%COLA and Police Reserve Officers rate of \$45.51 per hour worked (5thStep Police Officer) effective the pay period that includes July 1, 2025.

**ATTACHMENTS:**

1. Amended Salary Schedule for FY 2025-26

Respectfully Submitted,

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John Guertin  
City Manager

**CITY OF DEL REY OAKS**  
**SALARY SCHEDULE FOR FISCAL YEAR 2025-2026**  
**Effective 7/1/2025**

<b>Title</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Contract</b>
<b>City Manager</b>	Per Contract					
Monthly						16,844.50
Bi-weekly						7,774.40
Hourly Rate						97.18
Annual						202,134.00
<b>Assistant City Manager &amp; Chief of Police</b>	Per Contract					
Monthly						14,666.67
Bi-weekly						6,769.23
Hourly Rate						84.62
Annual	-	-	-	-	-	176,000.00
<b>City Clerk</b>						
Monthly	7,323.33	7,689.08	8,073.83	8,477.75	8,902.42	
Bi-weekly	3,380.00	3,548.80	3,726.40	3,912.80	4,108.80	
Hourly Rate	42.25	44.36	46.58	48.91	51.36	
Annual	87,880.00	92,269.00	96,886.00	101,733.00	106,829.00	
<b>Deputy City Clerk/Permit Clerk</b>						
Monthly	5,550.17	5,827.50	6,118.67	6,425.50	6,746.17	
Bi-weekly	2,561.60	2,689.60	2,824.00	2,965.60	3,113.60	
Hourly Rate	32.02	33.62	35.30	37.07	38.92	
Annual	66,602.00	69,930.00	73,424.00	77,106.00	80,954.00	
<b>Administrative Services Technician</b>						
Monthly	5,550.17	5,827.50	6,118.67	6,425.50	6,746.17	
Bi-weekly	2,561.60	2,689.60	2,824.00	2,965.60	3,113.60	
Hourly Rate	32.02	33.62	35.30	37.07	38.92	
Annual	66,602.00	69,930.00	73,424.00	77,106.00	80,954.00	
<b>Police Commander</b>						
Monthly	8,952.58	9,400.33	9,869.83	10,363.08	10,881.75	
Bi-weekly	4,131.96	4,338.60	4,555.32	4,782.96	5,022.36	
Hourly Rate	49.19	51.65	54.23	56.94	59.79	
Annual	107,431.00	112,804.00	118,438.00	124,357.00	130,581.00	
<b>Police Sergeant</b>						
Monthly	7,900.58	8,295.58	8,710.50	9,145.50	9,602.33	
Bi-weekly	3,646.44	3,828.72	4,020.24	4,221.00	4,431.84	
Hourly Rate	43.41	45.58	47.86	50.25	52.76	
Annual	94,807.00	99,547.00	104,526.00	109,746.00	115,228.00	
<b>Police Officer</b>						
Monthly	6,814.08	7,154.42	7,513.00	7,887.92	8,282.83	
Bi-weekly	3,144.96	3,302.04	3,467.52	3,640.56	3,822.84	
Hourly Rate	37.44	39.31	41.28	43.34	45.51	
Annual	81,769.00	85,853.00	90,156.00	94,655.00	99,394.00	
<b>Police Officer - Reserve</b>						
Hourly Rate					45.51	
<b>Public Works Supervisor</b>						
Monthly	5,938.42	6,234.83	6,546.83	6,874.42	7,311.17	
Bi-weekly	2,740.80	2,877.60	3,021.60	3,172.80	3,374.40	
Hourly Rate	34.26	35.97	37.77	39.66	42.18	
Annual	71,261.00	74,818.00	78,562.00	82,493.00	87,734.00	
<b>Temporary/Part Time EE</b>						
Hourly Rate	At the discretion of the City Manager				50.00	

**CITY OF DEL REY OAKS**  
**SALARY SCHEDULE FOR FISCAL YEAR 2025-2026**

- 1.** Mayor and City Council Members shall be paid the sum of \$100.00 per month for attendance at all regular and special council meetings unless previously granted a leave of absence with pay, or unless excused by the Mayor.
- 2.** The Mayor is paid an additional \$125 per month for promoting and advertising the City.
- 3.** All employees of the City pay the full employee paid percent contribution to each employee's PERS account.
- 4.** The Police Chief and the City manager's salaries are per individual contract.
- 5.** Police Reserve officers are paid at a rate of \$45.51 per hour worked (5th Step Police Officer).
- 6** Police Officers Uniform Allowance \$1,000 annually
- 7** City Manager: Auto Allowance \$450/month (\$5,400 annual)
- 8** PD works 84 hours/ pay period
- 9** Educational Incentive:
  - \$100 per month for Associate's degree
  - \$200 per month for Bachelor's degree
- 10** Longevity Pay:
  - 2% longevity pay for individual's working over 10 years
  - 4% longevity pay for individual's working over 20 years
- 11** Wellness: \$500.00 per year