



Date: Tuesday, June 9, 2026

Honorable Mayor and Council Members:

Author and title: Nicole Casey, Administrative Services Director

Title: **Adopt Resolution 2026-32 Approving the Wage Matrix for Fiscal Year 2026/27.**

Jen Callaway, Town Manager

Recommended Action: That Council approve Resolution 2026-32: (1) adopting the Town of Truckee Job Classification list effective for fiscal year 2026/27 pursuant to the requirements of the California Code of Regulations, Title 2, Section 570.5; (2) providing a 3.0% cost-of-living pay adjustment to the Town Manager, Jennifer Callaway, resulting in an annual pay amount of \$308,563.44; and (3) providing a 3.0% cost-of-living pay adjustment to the Town Attorney, Andy Morris, resulting in an annual pay amount of \$275,503.27.

Executive Summary:

Approval of Resolution 2026-32 will satisfy statutory requirements for adoption of the Town's FY 2026/27 Wage Matrix and implement compensation adjustments approved through the Town's labor agreements. The resolution also provides a 3.0% cost-of-living adjustment for the Town Manager and Town Attorney, establishes the new Grants Administrator and Deputy Town Attorney classifications, and updates the salary range for the Communications Program Manager position based on a classification and compensation review completed by Gallagher.

Discussion:

Wage Matrix Adoption (Compliance Requirement)

Staff recommend approval of the Fiscal Year (FY) 2026/27 Wage Matrix. Government Code section 20636 requires the Town to maintain a publicly available pay schedule. California Code of Regulations, Title 2, section 570.5 further requires the Town Council to "duly approve and adopt" the pay schedule for it to be considered publicly available. Adoption of Resolution 2026-32 satisfies these requirements.

The recommended adjustments to the Town Manager's and Town Attorney's salary ranges and compensation are separate discretionary actions within the authority of the Town Council. These actions are presented in the same staff report for administrative efficiency.

The ranges in the FY 2025/26 wage matrix were increased by 3.0% to create the FY 2026/27 wage matrix included in Attachment 2. This adjustment was agreed to in the Memoranda of Understanding (MOUs) with the Truckee General Employee's Membership Association (TGEMA), Truckee Mid-Management Association (TMMA), the Truckee Police Officer's Association (TPOA), and the individual contracts with the department heads.

Below is the language from the MOUs and the department head contracts:

In July of 2026, a cost-of-living adjustment shall be applied the first day of the first full pay period of July, to employees' current base wages and the wage ranges reflected in Attachment A ... subject to the following provisions.

- a) The cost-of-living adjustment shall be no less than 3.0% and no more than 5.0% of base wage.
- b) The exact percentage shall be equal to the U.S. Bureau of Labor Statistics, Consumer Price Index, All Urban Consumers for San Francisco-Oakland-Hayward, not seasonally adjusted. The CPI will be for the time period from February to February, rounded to the nearest quarter percentage (Ex: if the CPI is 4.13%, the cost-of-living adjustment shall be 4.25%).
- c) If the CPI is less than 3.0%, the cost-of-living adjustment shall be 3.0%.

The February-to-February CPI for the U.S. Bureau of Labor Statistics, Consumer Price Index, All Urban Consumers for San Francisco-Oakland-Hayward, not seasonally adjusted was 2.5%. Because the CPI increase was below the contractual minimum, the applicable cost-of-living adjustment is 3.0%.

Table A. San Francisco-Oakland-Hayward, CA, CPI-U 2-month and 12-month percent changes, all items index, not seasonally adjusted

Month	2022		2023		2024		2025		2026	
	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month
February	1.4	5.2	1.8	5.3	1.5	2.4	1.8	2.7	1.3	2.5
April	1.5	5.0	0.4	4.2	1.8	3.8	0.4	1.3	1.7	3.8
June	1.7	6.8	0.5	2.9	-0.1	3.2	0.2	1.5		
August	-0.5	5.7	0.0	3.4	-0.5	2.7	0.4	2.5		
October	1.0	6.0	0.3	2.8	0.0	2.4	-	-		
December	-0.3	4.9	-0.4	2.6	-0.4	2.4	-	3.0		

Note: The October 2025 data values are not available due to the 2025 lapse in appropriations

Figure 1 shows the CPI data provided by the U.S. Bureau of Labor Statistics. This data was from the BLS website and can be accessed using this URL - https://www.bls.gov/regions/west/news-release/consumerpriceindex_sanfrancisco.htm

Cost-of-Living Adjustment for the Town Manager and Town Attorney

Staff also included an adjustment to ranges 35 and 36, the range for the Town Attorney and Town Manager classification, respectively. The individual contracts with the Town Manager and Town Attorney do not include stipulations for an automatic cost-of-living adjustments. Any adjustment in compensation for these positions must be considered and approved by the Town Council. The recommended 3.0% adjustment is consistent with the cost-of-living adjustment applied to represented employees, mid-management employees, and department heads. Applying the same adjustment to the Town Manager and Town Attorney maintains internal compensation relationships and ensures these positions do not fall behind the market-based compensation structure previously established by the Town. The increase in compensation is shown below in Table 1.

Position	Current Salary	Proposed Salary	Increase
Town Manager	\$ 299,576.16	\$ 308,563.44	\$ 8,987.28
Town Attorney	\$ 267,478.90	\$ 275,503.27	\$ 8,024.37

Table 1 shows the calculation of the Town Attorney and Town Manager's annual pay if a 3.0% cost-of-living adjustment is applied.

Classification and Range Adjustments

Two new classifications, Grants Administrator and Deputy Town Attorney, have been incorporated into the wage matrix. These classifications were developed to address service demands and organizational needs identified during the FY 2026/27 budget process. To determine appropriate placement within the Town's wage matrix for these three positions, staff collaborated with Gallagher (formerly Koff & Associates), the firm that conducted the Town's most recent Compensation and Classification Study. Gallagher provided position descriptions and completed a market-based compensation analysis.

In addition to the classification and compensation studies completed for the two new positions, Gallagher conducted a review of the Town's Communications Program Manager position to evaluate whether the classification remained appropriate. Based on that review, staff recommend moving the position from Range 19 to Range 23 to reflect the significant expansion of responsibilities that has occurred over the past several years. Specifically, the position has assumed supervisory responsibility for administrative staff, expanded program planning and management responsibilities, enhanced community engagement functions, and has taken on a larger role in guiding the Town's strategic communications efforts.

All three of these changes were included in the FY 2026/27 annual operating budget, which is a separate item set for Council approval at this meeting. The range change and new classifications are annotated in red font in the attached wage matrix.

Priority:

<input type="checkbox"/> Enhanced Communication	<input type="checkbox"/> Climate and Greenhouse Gas Reduction	<input type="checkbox"/> Housing
<input type="checkbox"/> Infrastructure Investment	<input type="checkbox"/> Emergency and Wildfire Preparedness	<input checked="" type="checkbox"/> Core Service

Fiscal Impact: The fiscal impact associated with the recommended wage matrix adjustments, including the proposed salary adjustments for the Town Manager and Town Attorney and the addition of new classifications, is incorporated into the FY 2026/27 Operating Budget presented separately for Council consideration.

Public Communication:

The MOUs with the TMMA and TGEMA, were presented to Council for adoption on Tuesday, May 14, 2024. The MOU with the TPOA was presented and adopted on Tuesday, June 25, 2024. There were no public comments either for or against any of the MOUs.

Attachments:

Attachment 1 - Resolution 2026-32

Exhibit A to Attachment 1 - Proposed Wage Matrix FY 2026/27