



Date: Tuesday, June 24, 2025

Honorable Mayor and Council Members:

Author and title: Nicole Casey, Administrative Services Director

Title: **Approval of the Wage Matrix for FY2025-2026**

Jen Callaway, Town Manager

Recommended Action: That Council approve Resolution 2025-48 adopting the Town of Truckee Job Classification list effective for fiscal year 2025-2026 pursuant to the requirements of the California Code of Regulations, Title 2, Section 570.5.

Discussion:

Staff is recommending approval of the Job Classification List based on clarification of Government Code section 20636 and California Code of Regulations 570.5 which requires the governing body to “duly approve and adopt” the publicly available pay schedule (wage matrix).

All the ranges in the fiscal year 2024-2025 wage matrix have been updated to increase the wage classifications by the adjustments agreed to in the MOU with the Truckee General Employee’s Membership Association (TGEMA), Truckee Mid-Management Association (TMMA), The Truckee Police Officers Association (TPOA), and the individual contracts with the Department Heads, Town Manager, and Town Attorney.

For TGEMA, TMMA, and the aforementioned individual contracts, wage classifications have been increased by **4.0%**. This adjustment is in accordance with the cost-of-living provisions outlined in their respective agreements:

In July of 2025, 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 4.0% 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 4.0%, the cost-of-living adjustment shall be 4.0%.

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 2.7%, therefore the cost-of-living adjustment was 4.0%.

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

Month	2021		2022		2023		2024		2025	
	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month
February	0.5	1.6	1.4	5.2	1.8	5.3	1.5	2.4	1.8	2.7
April	1.7	3.8	1.5	5.0	0.4	4.2	1.8	3.8	0.4	1.3
June	0.0	3.2	1.7	6.8	0.5	2.9	-0.1	3.2		
August	0.5	3.7	-0.5	5.7	0.0	3.4	-0.5	2.7		
October	0.7	3.8	1.0	6.0	0.3	2.8	0.0	2.4		
December	0.8	4.2	-0.3	4.9	-0.4	2.6	-0.4	2.4		

The Town's agreement with the TPOA mirrors the above terms, with the exception that the minimum COLA is **3.0%**. In the FY 2024-2025 wage matrix, police positions shared classifications with non-TPOA positions. To reflect the TPOA-specific COLA, two new ranges (22P and 26P) were added to the FY 2025-2026 matrix, established at 3.0% above the equivalent FY 2024-2025 ranges (22H and 26H). These new TPOA-specific ranges are highlighted in light red in the attached wage matrix.

Several new positions have been incorporated into the wage matrix to align with organizational growth and recommendations from the recent Organizational Assessment. These new classifications include:

- Executive Assistant
- Safety & Training Coordinator
- Business Analyst I/II
- Program Coordinator
- Assistant Chief Building Official
- Director of Neighborhood Services & Sustainability
- Assistant Town Manager

Many of these roles have been included in the FY 2025-2026 budget. To determine appropriate placement within the Town's wage matrix, 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.

The Program Coordinator role was added internally to serve as a transitional position between the Program Analyst I/II and Program Manager classifications.

The Assistant Town Manager classification was added to Range 34 to reflect a similar level of qualifications, skills, experience and scope of responsibility as the Director positions of Chief of Police and Director of Public Works/Town Engineer.

All range changes and new classifications are annotated in red font in the attached wage matrix.

Priority:

☐ Enhanced Communication ☐ Climate and Greenhouse Gas Reduction ☐ Housing
☐ Infrastructure Investment ☐ Emergency and Wildfire Preparedness ☒ Core Service

Fiscal Impact: The associated fiscal impact of the cost-of-living adjustments was accounted for in the FY2025-2026 budget, which was approved by Council at the June 10, 2025, Council Meeting.

Attachments:

Attachment 1 - Resolution 2025-48

Attachment 2 - Proposed Wage Matrix FY2025-2026