

### MEMORANDUM

**DATE:** July 13, 2026  
**TO:** Mayor Stocks and members of the Finance Committee  
**FROM:** Pete Hartz, Water Systems Manager  
**RE:** Utility Foreman Reclassification, title updates, grade adjustments, and retroactive pay

#### Background

As part of the City's ongoing compensation realignment under Resolutions 9868 and 9869 (adopted June 2, 2026), the Water & Wastewater Utility engaged McGrath Human Resources Group to conduct a classification and compensation study covering positions across the utility. As part of that process, the two Crew Leader positions within the Water Division were reviewed for appropriate classification. McGrath's review determined that both positions hold responsibilities consistent with the existing Utility Foreman II classification structure already established within the City's compensation framework. Accordingly, the City's compensation authority has recommended administratively retitling these positions to Utility Foreman II under the payroll resolution, rather than creating a new classification.

#### Placement Basis

Both employees bring 25 or more years of directly relevant experience and hold the certifications required for the Utility Foreman II classification. Applying the placement criteria established under the City's adopted compensation policy, both positions are recommended for placement at Grade 145, Step G. It is further recommended that the pay adjustment be made retroactive to January 1, 2026. Both employees have been performing the duties and responsibilities consistent with the Utility Foreman II classification throughout the 2026 calendar year. The delay in final placement reflects the timeline of the McGrath study process, not any change in the work actually performed. Retroactive application corrects the compensation record to align with the work performed from the effective date of the City's new pay structure.

#### Position Summary

| Previous Title                | Updated Title      | Current Wage | Current Grade/Step | Proposed Wage<br>(Eff. 01/01/26) | Proposed Grade/Step<br>(Eff. 01/01/26) | Years Exp. |
|-------------------------------|--------------------|--------------|--------------------|----------------------------------|----------------------------------------|------------|
| Collection System Crew Leader | Utility Foreman II | \$37.93      | 140 / Step I       | \$40.59                          | 145 / Step I                           | 25+        |
| Distribution Crew Leader      | Utility Foreman II | \$36.10      | 140 / Step G       | \$38.63                          | 145 / Step G                           | 25+        |

#### Recommendation

It is recommended that the Finance Committee authorize the following action, effective January 1, 2026:

Retitle both positions from their current Crew Leader designations to Utility Foreman II, consistent with McGrath's classification determination, place Distribution Crew Leader at Pay Grade 145, Step G (\$38.63/hour), and place Collection System Crew Leader at Pay Grade 145, Step I (\$40.59) in accordance with the placement criteria established under Resolutions 9868 and 9869, and authorize retroactive pay adjustments to January 1, 2026, reflecting the employees' continuous performance of Utility Foreman II duties throughout the 2026 calendar year.

Respectfully submitted,  
*Peter Hartz*

Water Systems Manager