



MEMORANDUM

TO: CITY COUNCIL

FROM: NICOLE VALENTINE, ACTING DIRECTOR OF ADMINISTRATIVE SERVICES

BY: LISA CHRISTENSEN, HUMAN RESOURCES MANAGER

SUBJECT: CONSIDERATION OF COMPENSATION ADJUSTMENTS FOR PART-TIME EMPLOYEES AND APPROVAL OF THE UPDATED CITY OF ARROYO GRANDE COMBINED SALARY SCHEDULE

DATE: DECEMBER 11, 2018

SUMMARY OF ACTION:

An increase in the hourly pay rate for certain part-time positions is required in order to remain compliant with the new minimum wage in California.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

The recommended pay rate adjustments are projected to cost an additional \$2,500 annually, but only \$1,250 for the balance of the current fiscal year. This increase was contemplated in the 2018-19 budget along with increased user fees for Recreation Programs to assist with the funding.

RECOMMENDATION:

It is recommended the City Council adopt the attached Resolution making compensation adjustments for part-time employees in compliance with minimum wage laws and approve the updated City of Arroyo Grande combined salary schedule.

BACKGROUND:

In April, 2016 the Governor signed Senate Bill 3, which, among other things, raises the minimum wage in California to \$15 per hour over a number of years. The next scheduled increase will take effect January 1, 2019 and will increase the minimum wage from \$11.00 per hour to \$12.00 per hour for any employer who employs 26 or more employees. In July 2018, all part-time salaries, except the four minimum wage classifications, were increased by 2%. However, there are still some part-time positions paying less than \$12.00 per hour. Therefore, in preparation for implementation of the minimum wage increase, staff has reviewed the current salary schedule for part-time employees.

ANALYSIS OF ISSUES:

Implementing salary schedules on the first day of payroll periods is recommended, as this provides for the most efficient implementation. In this case, the payroll period begins on

**CITY COUNCIL
CONSIDERATION OF COMPENSATION ADJUSTMENTS FOR PART-TIME
EMPLOYEES AND APPROVAL OF THE UPDATED CITY OF ARROYO GRANDE
COMBINED SALARY SCHEDULE
DECEMBER 11, 2018
PAGE 2**

December 28, 2018. It is recommended that the City increase certain part-time wages that will not be in compliance on this date, rather than January 1, which is anticipated to have minimal fiscal impact due to holiday schedules.

The largest impact of increases in minimum wage is to the Recreation Services positions, as many of these positions are paid at or near minimum wage. The proposed salary schedule increases the minimum pay for the AM/PM Assistant I, Facility Attendant, Sports Facility Attendant and seasonal Student Intern positions. The implementation of the wage increases eliminates the established 10% differential to those positions that are part of a series of advancements or higher level jobs. For example, the AM/PM Assistant II position has not been increased in order to maintain 10% higher pay than the Assistant I job class, which is impacted by the minimum wage increase. Further analysis on wage compaction issues in the part-time classifications will need to be undertaken at the mid year budget review.

Additionally, pursuant to CalPERS Circular 200-050-12, a publicly available City of Arroyo Grande pay schedule must be adopted by the governing body. Therefore, staff has prepared an updated City of Arroyo Grande Combined Salary Schedule, which is included as Exhibit B in the proposed Resolution.

ALTERNATIVES:

The following alternatives are provided for City Council consideration:

1. Adopt the attached Resolution amending compensation for certain part-time positions;
or
2. Provide direction to staff.

ADVANTAGES:

The City will have a part-time salary schedule that is compliant with minimum wage laws and updated Combined Salary Schedule.

DISADVANTAGES:

Additional costs will be incurred to implement this recommendation.

ENVIRONMENTAL REVIEW:

No environmental review is required for this item.

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ARROYO GRANDE ADOPTING COMPENSATION
ADJUSTMENTS FOR PART-TIME EMPLOYEES AND
APPROVAL OF THE UPDATED CITY OF ARROYO
GRANDE COMBINED SALARY SCHEDULE**

WHEREAS, the City Council of the City of Arroyo Grande (“City”) deems it in the best interest of the City and in order to ensure compliance with State law, that compensation for part-time employees be adjusted as hereinafter provided.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Arroyo Grande that:

1. Salary ranges for part-time employee classifications shall be adjusted as designated in Exhibit “A” attached hereto and incorporated herein by this reference, to be effective for the pay period beginning December 28, 2018.
2. All other part-time employee salary and benefit terms and conditions remain in full force and effect.
3. The City of Arroyo Grande Combined Salary Schedule as designated in Exhibit “B” attached hereto and incorporated herein by this reference, to be effective December 28, 2018, reflecting the above described changes is hereby adopted.

On motion of Council Member _____, seconded by Council Member _____, and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

the foregoing Resolution was passed and adopted this 11th day of December, 2018.

**RESOLUTION NO.
PAGE 2**

JIM HILL, MAYOR

ATTEST:

KELLY WETMORE, CITY CLERK

APPROVED AS TO CONTENT:

JAMES A. BERGMAN, CITY MANAGER

APPROVED AS TO FORM:

HEATHER WHITHAM, CITY ATTORNEY

PART-TIME EMPLOYEES SALARIES
Effective 12-28-18

	HOURLY RATE			
	Step A	Step B	Step C	Step D
<u>POLICE DEPARTMENT</u>				
Designated Level I Reserve Officer	\$32.25	\$33.86	\$35.56	\$37.33
Fleet & Equipment Technician	\$23.12	\$24.28	\$25.49	\$26.76
Training Technician	\$23.12	\$24.28	\$25.49	\$26.76
Neighborhood Services Technician	\$20.63	\$21.66	\$22.74	\$23.88
Property & Evidence Technician	\$21.66	\$22.74	\$23.88	\$25.07
Police Reserve Officer	\$25.80	\$27.09	\$28.44	\$29.87
Records Clerk	\$19.14	\$20.10	\$21.10	\$22.16
Police Reserve Officer Trainee	\$21.64	\$22.72	\$23.86	\$25.05
Administrative Intern (Cadet)	\$12.78	\$13.42	\$14.09	\$14.79
<u>RECREATION SERVICES DEPARTMENT</u>				
Volunteer and Program Coordinator	\$21.81	\$22.90	\$24.05	\$25.25
Pre School Teacher	\$14.54	\$15.27	\$16.03	\$16.83
AM/PM Teacher	\$14.54	\$15.27	\$16.03	\$16.83
AM/PM Assistant Teacher	\$13.22	\$13.88	\$14.58	\$15.30
AM/PM Assistant II	\$12.02	\$12.62	\$13.25	\$13.91
AM/PM Assistant I	\$12.00	\$12.60	\$13.23	\$13.89
Senior Facility Attendant	\$12.02	\$12.62	\$13.25	\$13.91
Facility Attendant	\$12.00	\$12.60	\$13.23	\$13.89
Sports Facility Attendant	\$12.00	\$12.60	\$13.23	\$13.89
<u>MISCELLANEOUS</u>				
Administrative Intern	\$12.78	\$13.42	\$14.09	\$14.79
Administrative Secretary	\$21.86	\$22.95	\$24.10	\$25.31
Associate Engineer	\$31.50	\$33.08	\$34.73	\$36.47
Assistant Engineer	\$28.64	\$30.07	\$31.58	\$33.15
Associate Planner	\$29.54	\$31.02	\$32.57	\$34.20
Assistant Planner	\$27.30	\$28.67	\$30.10	\$31.60
Building Permit Technician	\$23.46	\$24.63	\$25.86	\$27.16
Planning Technician	\$23.46	\$24.63	\$25.86	\$27.16
Custodian	\$15.86	\$16.65	\$17.49	\$18.36
Maintenance Worker	\$15.86	\$16.65	\$17.49	\$18.36
Sr. Office Assistant	\$19.14	\$20.10	\$21.10	\$22.16
Office Assistant II	\$18.18	\$19.09	\$20.04	\$21.05
Office Assistant I	\$15.55	\$16.33	\$17.14	\$18.00
Student Intern (seasonal)	\$12.00			

CITY OF ARROYO GRANDE
COMBINED SALARY SCHEDULE
EFFECTIVE 12-28-18

GROUP: SEIU

Position		A	B	C	D	E	
Office Assistant I	Biweekly	1,398.87	1,468.82	1,542.26	1,619.37	1,700.34	
	Monthly	3,030.89	3,182.44	3,341.56	3,508.64	3,684.07	
	Annual	36,370.72	38,189.26	40,098.72	42,103.66	44,208.84	
Accounting Clerk I	Biweekly	1,433.85	1,505.54	1,580.82	1,659.86	1,742.85	
	Monthly	3,106.67	3,262.00	3,425.10	3,596.35	3,776.17	
	Annual	37,279.99	39,143.99	41,101.19	43,156.25	45,314.06	
Maintenance Worker I	Biweekly	1,506.43	1,581.76	1,660.84	1,743.89	1,831.08	
	Monthly	3,263.94	3,427.14	3,598.49	3,778.42	3,967.34	
	Annual	39,167.29	41,125.66	43,181.94	45,341.03	47,608.09	
Office Assistant II	Biweekly	1,544.10	1,621.30	1,702.36	1,787.48	1,876.86	
	Monthly	3,345.54	3,512.82	3,688.46	3,872.88	4,066.52	
	Annual	40,146.47	42,153.80	44,261.49	46,474.56	48,798.29	
Accounting Clerk II	Biweekly	1,662.82	1,745.96	1,833.26	1,924.92	2,021.17	
	Maintenance Worker II	Monthly	3,602.78	3,782.92	3,972.06	4,170.67	4,379.20
		Annual	43,233.36	45,395.03	47,664.78	50,048.02	52,550.42
Administrative Secretary	Biweekly	1,835.44	1,927.22	2,023.58	2,124.76	2,230.99	
	Monthly	3,976.80	4,175.63	4,384.42	4,603.64	4,833.82	
	Annual	47,721.54	50,107.62	52,613.00	55,243.65	58,005.83	
Senior Accounting Clerk	Biweekly	1,881.33	1,975.40	2,074.17	2,177.87	2,286.77	
Building Permit Tech.	Monthly	4,076.21	4,280.03	4,494.03	4,718.73	4,954.66	
Plan/Eng Permit Tech	Annual	48,914.58	51,360.31	53,928.32	56,624.74	59,455.98	
Sports Facility Coord.							
Recreation Coordinator							
Maintenance Worker III							
Water Services Worker	Biweekly	1,976.57	2,075.40	2,179.17	2,288.13	2,402.54	
	Monthly	4,282.57	4,496.70	4,721.54	4,957.61	5,205.49	
	Annual	51,390.88	53,960.42	56,658.44	59,491.37	62,465.94	
Fleet Maint. Coordinator	Biweekly	2,076.64	2,180.47	2,289.49	2,403.97	2,524.16	
	Monthly	4,499.38	4,724.35	4,960.56	5,208.59	5,469.02	
	Annual	53,992.54	56,692.17	59,526.78	62,503.12	65,628.27	
Public Works Lead Person	Biweekly	2,128.55	2,234.98	2,346.73	2,464.07	2,587.27	
	Monthly	4,611.86	4,842.46	5,084.58	5,338.81	5,605.75	
	Annual	55,342.36	58,109.47	61,014.95	64,065.70	67,268.98	

CITY OF ARROYO GRANDE
 COMBINED SALARY SCHEDULE
 EFFECTIVE 12-28-18

GROUP: SEIU

<u>Position</u>		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
GIS Technician	Biweekly	2,292.22	2,406.83	2,527.17	2,653.53	2,786.21
	Monthly	4,966.47	5,214.80	5,475.54	5,749.31	6,036.78
	Annual	59,597.66	62,577.55	65,706.43	68,991.75	72,441.33
Recreation Supervisor	Biweekly	2,349.52	2,467.00	2,590.35	2,719.87	2,855.86
	Monthly	5,090.63	5,345.17	5,612.42	5,893.05	6,187.70
	Annual	61,087.61	64,141.99	67,349.09	70,716.54	74,252.37
Citywide Fleet Coordinator	Biweekly	2,408.26	2,528.67	2,655.11	2,787.86	2,927.26
	Monthly	5,217.90	5,478.80	5,752.73	6,040.37	6,342.39
	Annual	62,614.80	65,745.54	69,032.82	72,484.46	76,108.68
Program Analyst	Biweekly	2,530.18	2,656.69	2,789.52	2,929.00	3,075.45
Assistant Engineer	Monthly	5,482.06	5,756.16	6,043.97	6,346.16	6,663.47
Engineering Inspector	Annual	65,784.67	69,073.90	72,527.60	76,153.98	79,961.68
IT Specialist						
Associate Engineer	Biweekly	2,862.67	3,005.80	3,156.09	3,313.89	3,479.59
	Monthly	6,202.44	6,512.57	6,838.19	7,180.10	7,539.11
	Annual	74,429.32	78,150.78	82,058.32	86,161.24	90,469.30
Senior Engineer	Biweekly	3,082.78	3,236.92	3,398.76	3,568.70	3,747.14
	Monthly	6,679.35	7,013.32	7,363.99	7,732.19	8,118.80
	Annual	80,152.23	84,159.84	88,367.84	92,786.23	97,425.54

CITY OF ARROYO GRANDE
 COMBINED SALARY SCHEDULE
 EFFECTIVE 12-28-18

GROUP: POA

<u>Position</u>		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
Records Clerk	Biweekly	1,800.69	1,890.73	1,985.26	2,084.53	2,188.75
	Monthly	3,901.50	4,096.58	4,301.40	4,516.47	4,742.30
	Annual	46,818.00	49,158.90	51,616.85	54,197.69	56,907.57
Property Evidence Technician	Biweekly	1,989.40	2,088.88	2,193.32	2,302.98	2,418.13
	Monthly	4,310.38	4,525.90	4,752.19	4,989.80	5,239.29
Records/Property Evidence Clerk	Annual	51,724.53	54,310.75	57,026.29	59,877.60	62,871.49
Police Trainee	Biweekly	2,250.63	2,363.16	2,481.31	2,605.38	2,735.65
	Monthly	4,876.35	5,120.17	5,376.18	5,644.99	5,927.24
	Annual	58,516.26	61,442.07	64,514.17	67,739.88	71,126.88
Police Officer	Biweekly	2,583.87	2,713.07	2,848.72	2,991.16	3,140.71
	Monthly	5,598.39	5,878.31	6,172.23	6,480.84	6,804.88
	Annual	67,180.71	70,539.74	74,066.73	77,770.07	81,658.57
Sr. Police Officer	Biweekly	2,853.26	2,995.92	3,145.72	3,303.00	3,468.15
	Monthly	6,182.06	6,491.16	6,815.72	7,156.50	7,514.33
	Annual	74,184.68	77,893.92	81,788.61	85,878.04	90,171.94
Police Sergeant	Biweekly	3,307.03	3,472.38	3,646.00	3,828.30	4,019.72
	Monthly	7,165.23	7,523.50	7,899.67	8,294.65	8,709.39
	Annual	85,982.82	90,281.96	94,796.06	99,535.86	104,512.65

CITY OF ARROYO GRANDE
 COMBINED SALARY SCHEDULE
 EFFECTIVE 12-28-18

GROUP: FCFA IAFF

<u>Position</u>		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
Fire Fighter	Biweekly	2,144	2,251	2,364	2,482	2,606
	Monthly	4,645	4,877	5,121	5,377	5,646
	Annual	55,739	58,526	61,452	64,525	67,751
Fire Engineer	Biweekly	2,486	2,610	2,741	2,878	3,022
	Monthly	5,387	5,656	5,939	6,236	6,548
	Annual	64,640	67,872	71,266	74,829	78,571
Fire Captain	Biweekly	2,955	3,103	3,258	3,421	3,592
	Monthly	6,403	6,723	7,059	7,412	7,783
	Annual	76,837	80,679	84,713	88,948	93,396

CITY OF ARROYO GRANDE
 COMBINED SALARY SCHEDULE
 EFFECTIVE 12-28-18

GROUP: FCFA MANAGEMENT

<u>Position</u>		<u>LOW</u>	<u>MID</u>	<u>HIGH</u>
Administrative Assistant/ Clerk to the Board	Biweekly	2,302	2,550	2,798
	Monthly	4,988	5,526	6,063
	Annual	59,860	66,309	72,758
Battalion Chief	Biweekly	4,543	5,033	5,523
	Monthly	9,843	10,904	11,966
	Annual	118,111	130,846	143,593
Fire Chief	Biweekly	5,270	5,839	6,408
	Monthly	11,418	12,651	13,884
	Annual	137,020	151,813	166,607

CITY OF ARROYO GRANDE
 COMBINED SALARY SCHEDULE
 EFFECTIVE 12-28-18

GROUP: MANAGEMENT

Position		LOW	MID	HIGH
Office Assistant I	Biweekly	1,428.00	1,582.15	1,736.31
	Monthly	3,094.00	3,428.00	3,762.00
	Annual	37,128.00	41,136.00	45,144.00
Office Assistant II	Biweekly	1,575.69	1,746.46	1,917.23
	Monthly	3,414.00	3,784.00	4,154.00
	Annual	40,968.00	45,408.00	49,848.00
Administrative Secretary	Biweekly	1,828.15	2,025.00	2,221.85
	Monthly	3,961.00	4,387.50	4,814.00
	Annual	47,532.00	52,650.00	57,768.00
Executive Secretary	Biweekly	2,067.69	2,291.31	2,514.92
	Monthly	4,480.00	4,964.50	5,449.00
	Annual	53,760.00	59,574.00	65,388.00
Executive Asst./Deputy City Clerk	Biweekly	2,119.38	2,348.54	2,577.69
	Monthly	4,592.00	5,088.50	5,585.00
	Annual	55,104.00	61,062.00	67,020.00
Assistant Planner	Biweekly	2,282.77	2,529.46	2,776.15
	Monthly	4,946.00	5,480.50	6,015.00
	Annual	59,352.00	65,766.00	72,180.00
Associate Planner	Biweekly	2,519.54	2,791.85	3,064.15
	Monthly	5,459.00	6,049.00	6,639.00
	Annual	65,508.00	72,588.00	79,668.00
Planning Manager Accounting Manager	Biweekly	2,994.92	3,318.46	3,642.00
	Monthly	6,489.00	7,190.00	7,891.00
	Annual	77,868.00	86,280.00	94,692.00
Public Works Manager Utilities Manager	Biweekly	3,226.15	3,574.15	3,922.15
	Monthly	6,990.00	7,744.00	8,498.00
	Annual	83,880.00	92,928.00	101,976.00
Information Technology Mgr	Biweekly	3,305.54	3,662.31	4,019.08
	Monthly	7,162.00	7,935.00	8,708.00
	Annual	85,944.00	95,220.00	104,496.00
Capital Improvement Projects Manager	Biweekly	3,388.62	3,754.15	4,119.69
	Monthly	7,342.00	8,134.00	8,926.00
	Annual	88,104.00	97,608.00	107,112.00

CITY OF ARROYO GRANDE
 COMBINED SALARY SCHEDULE
 EFFECTIVE 12-28-18

GROUP: MANAGEMENT

<u>Position</u>		LOW	MID	HIGH
Human Resources Manager	Biweekly	3,473.54	3,848.31	4,223.08
Dir of Legis and Info Services	Monthly	7,526.00	8,338.00	9,150.00
Dir of Recreation Services	Annual	90,312.00	100,056.00	109,800.00
Building Official	Biweekly	3,560.31	3,944.77	4,329.23
	Monthly	7,714.00	8,547.00	9,380.00
	Annual	92,568.00	102,564.00	112,560.00
Police Commander	Biweekly	4,049.08	4,485.92	4,922.77
	Monthly	8,773.00	9,719.50	10,666.00
	Annual	105,276.00	116,634.00	127,992.00
City Engineer	Biweekly	4,337.08	4,806.00	5,274.92
	Monthly	9,397.00	10,413.00	11,429.00
	Annual	112,764.00	124,956.00	137,148.00
Director of Public Works	Biweekly	4,787.54	5,304.46	5,821.38
Dir of Administrative Services	Monthly	10,373.00	11,493.00	12,613.00
Dir of Community Develop	Annual	124,476.00	137,916.00	151,356.00
Police Chief	Biweekly	5,180.77	5,740.62	6,300.46
	Monthly	11,225.00	12,438.00	13,651.00
	Annual	134,700.00	149,256.00	163,812.00
City Manager	Biweekly			7,162.62
	Monthly			15,519.00
	Annual			186,228.00

CITY OF ARROYO GRANDE
 COMBINED SALARY SCHEDULE
 EFFECTIVE 12-28-18

GROUP: PART-TIME POSITIONS

	HOURLY RATE			
	Step A	Step B	Step C	Step D
<u>POLICE DEPARTMENT</u>				
Administrative Intern (Cadet)	\$12.78	\$13.42	\$14.09	\$14.79
Records Clerk	\$19.14	\$20.10	\$21.10	\$22.16
Fleet & Equipment Technician	\$23.12	\$24.28	\$25.49	\$26.76
Neighborhood Services Technician	\$20.63	\$21.66	\$22.74	\$23.88
Property & Evidence Technician	\$21.66	\$22.74	\$23.88	\$25.08
Training Technician	\$23.12	\$24.28	\$25.49	\$26.76
Police Reserve Officer Trainee	\$21.64	\$22.72	\$23.86	\$25.05
Police Reserve Officer	\$25.80	\$27.09	\$28.44	\$29.87
Designated Level I Reserve Officer	\$32.25	\$33.86	\$35.56	\$37.33
 <u>RECREATION SERVICES DEPARTMENT</u>				
AM/PM Assistant I	\$12.00	\$12.60	\$13.23	\$13.89
AM/PM Assistant II	\$12.02	\$12.62	\$13.25	\$13.91
AM/PM Assistant Teacher	\$13.22	\$13.88	\$14.58	\$15.30
AM/PM Teacher	\$14.54	\$15.27	\$16.03	\$16.83
Pre School Teacher	\$14.54	\$15.27	\$16.03	\$16.83
Facility Attendant	\$12.00	\$12.60	\$13.23	\$13.89
Senior Facility Attendant	\$12.02	\$12.62	\$13.25	\$13.91
Sports Facility Attendant	\$12.00	\$12.60	\$13.23	\$13.89
Volunteer and Program Coordinator	\$21.81	\$22.90	\$24.05	\$25.25
 <u>MISCELLANEOUS</u>				
Administrative Intern	\$12.78	\$13.42	\$14.09	\$14.79
Office Assistant I	\$15.55	\$16.33	\$17.14	\$18.00
Office Assistant II	\$18.18	\$19.09	\$20.04	\$21.05
Sr. Office Assistant	\$19.14	\$20.10	\$21.10	\$22.16
Administrative Secretary	\$21.86	\$22.95	\$24.10	\$25.31
Building Permit Technician	\$23.46	\$24.63	\$25.86	\$27.16
Assistant Engineer	\$28.64	\$30.07	\$31.58	\$33.15
Associate Engineer	\$31.50	\$33.08	\$34.73	\$36.47
Planning Technician	\$23.46	\$24.63	\$25.86	\$27.16
Assistant Planner	\$27.30	\$28.67	\$30.10	\$31.60
Associate Planner	\$29.54	\$31.02	\$32.57	\$34.20
Custodian	\$15.86	\$16.65	\$17.49	\$18.36
Maintenance Worker	\$15.86	\$16.65	\$17.49	\$18.36
Student Intern (seasonal)	\$12.00			
 <u>FIVE CITIES FIRE AUTHORITY</u>				
Office Assistant II	\$17.64	\$18.52	\$19.44	\$20.42
Reserve Firefighter	\$14.50	\$15.50	\$16.50	