

"We are a welcoming, active and business-friendly rural foothill community built on California's rich gold rush history."



City Manager's Report

January 28, 2025, City Council Meeting

Prepared by: Denis Nishihara, Director of Community Services

Item#: 7.7

Subject: Consider retroactively approving and affirming a new salary schedule effective December 21, 2024 and approving the abolishment of the Youth Sports Official position.

Recommendation: Adopt a Resolution:

1. Retroactively approving and affirming a new salary schedule effective December 21, 2024; and
2. Approving the abolishment of the Youth Sports Official position.

Purpose: Revise the part-time pay scale due to the State's mandated minimum wage increase.

Strategic Plan Strategy: Fiscal Stability/Sustainability. Strategy - Increase Revenues-a. Complete update of the Master Fee Schedule and maintain it going forward.

Background: The City's part-time wage schedule was last revised comprehensively on December 23, 2023. Revisions to the wage schedule are required in order to comply with the State's mandated increase of minimum wage from \$16.00 to \$16.50 per hour effective January 1, 2025.

The proposed salary schedule is intended to reflect the minimum wage increase, ensure fair treatment of all part-time employees while maintaining the City's competitiveness in the local part-time job market. On January 14, 2025, a new salary schedule was approved for the positions below the new minimum wage. Staff is requesting approval for remaining part-time positions which includes Adult Softball Score Keeper, Program Site Supervisor, Lifeguard, League Director, Swim Instructor, Assistant Pool Manager, Pool Manager, Aquatics Coordinator, Gold Bug Park Gift Shop Coordinator, Gold Bug Park Blacksmith Shop Coordinator, and Gold Bug Park Tour/Facility Coordinator. The salaries for all other positions have remained the same.

The Youth Sports Official position is currently a contracted position and no longer required for internal operational management of programs Staff recommends removing the position from the salary schedule.

Discussion: The proposed salary schedule is outlined in Attachment A. The schedule includes three general employee classifications: 1.) General Recreation, 2.) Aquatics, and 3.) Gold Bug Park. Each classification shows specific job titles and a five-step scale, with a 3% annual merit

increase between each step. The proposed Part-Time Employee Wage Schedule shows wages would be effective as of December 21, 2024. Recreation programming supports maintaining and improving the quality of life for our residents. Quality programs increase participation and involvement. Competitive market level salary scales attract high performing employees.

- Options:** 1.) Approve the proposed Part-Time Employee Wage Schedule.
 2.) Adopt a different Part-Time Employee Wage Schedule.

Environmental: Tonight’s action is not applicable.

Cost: The proposed salary schedule is projected to increase the Community Service Department’s part-time personnel costs by \$20,360.00 as follows:

PROGRAM	INCREASE TO PART-TIME PERSONNEL EXPENDITURES
Youth Sports Camps	\$ 82
Youth Basketball	1,168
Adult Basketball	250
Adult Volleyball	105
Adult Softball	588
Youth Flag Football	187
General Recreation	103
Gold Bug Park Admissions	8,420
Aquatics	9,449
Special Events	8
Total	\$ 20,360

Budget Impact: The \$20,360.00 in additional part-time personnel costs were not incorporated in the adopted Fiscal Year 2024/2025 Operating Budget. Staff recognizes the importance of recreation and parks programs recovering their direct costs. Staff is currently developing strategies to generate new streams of revenue and specific cost recovery tactics for each program. This may include increases to existing participation fees, and the formal development of a department fee schedule. Staff will also seek further efficiencies in each program.

Attachment A – Resolution

Attachment B - Current vs. Proposed Part-Time Wage Scale

Attachment C – Draft Salary Schedule



M. Cleve Morris, City Manager



Denis Nishihara, Director of Community Services