



City Manager's Report

December 9, 2025, City Council Meeting

Prepared by: Denis Nishihara, Director of Community Services

Matt Lishman, Assistant Director of Community Services

Item#: 7.7

Subject: Consider approving and affirming a new salary schedule effective December 20, 2025.

Recommendation: Adopt a Resolution approving and affirming a new salary schedule effective December 20, 2025.

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

Strategic Plan Strategy: Fiscal Stability/Sustainability. 6) Strategy - Meet Financial Commitments and Reporting Requirements.

Background: The Division of Labor Standards Enforcement (DLSE) is referred to as the Labor Commissioner's Office, functioning as a State agency within California's Department of Industrial Relations (DIR). This entity oversees the enforcement of various labor laws, with responsibilities encompassing minimum wage standards such as compliance monitoring.

On December 21, 2024, in accordance with DLSE standards City Council updated the part-time wage schedule to align with State guidelines, promoting adherence to state labor standards.

As stated in the new Minimum Wage Order MW-2026 issued by the DLSE revisions are required to comply with the state's mandated minimum wage increase from \$16.50 to \$16.90 per hour, effective January 1, 2026. These amendments to the wage orders will take effect on December 20, 2025. The proposed salary schedule adjustments aim to incorporate this increase, fostering fair compensation for part-time employees while preserving the City's competitive position in the local job market.

Discussion: The proposed salary schedule is outlined in Attachment B. 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 20, 2025. 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 \$16,421 as follows:

PROGRAM	INCREASE TO PART-TIME PERSONNEL EXPENDITURES
Youth Sports Camps	\$ 65
Youth Basketball	892
Adult Basketball	96
Adult Volleyball	52
Adult Softball	401
Youth Flag Football	149
General Recreation	676
Gold Bug Park Admissions	6,479
Aquatics	7,604
Special Events	7
Total	\$ 16,421

Budget Impact: The \$16,421 in additional part-time personnel costs were not incorporated in the adopted Fiscal Year 2025/2026 Operating Budget. Staff recognizes the importance of recreation and parks programs recovering their direct costs.

Staff are currently developing strategies to generate new streams of revenue and specific cost recovery strategies for each program. This will include increases to existing participation fees, and the formal development of a department fee schedule. Staff will also seek further efficiencies and restructuring possibilities in each program.



Dave Warren, City Manager



Denis Nishihara, Director of Community Services



Natalie Tornincasa, Interim Director of Finance

- Attachment A – Resolution
- Attachment B – Current vs. Proposed Part-Time Wage Scale
- Attachment C – Draft Salary Schedule
- Attachment D – MW-2026 Official Notice