



City Manager’s Report
July 13, 2021, City Council Meeting
Prepared by: M. Cleve Morris, City Manager
Dave Warren, Assistant City Manager/Director of Finance

Item #: 7.11

Subject: Adopt a resolution:

1. Retroactively approving and affirming a salary schedule effective July 10, 2021; and
2. Approving a new job description and salary schedule for the Development Technician position; and
3. Approving a new job description and salary schedule for the Senior Police Services Assistant position.

Background:

During Fiscal Year 2020/2021, the City completed labor negotiations with the International Union of Operating Engineers Stationary Engineers, Local 39 (Local 39) unit, and effective July 10, 2021, employees will begin receiving an additional salary adjustment based on those negotiations. Staff recommends the City Council also approve similar salary provisions for the Confidential, Executive Management, and Supervisory Units, which are unrepresented and are discussed in another staff report in tonight’s agenda under a separate cover. Staff has prepared a new salary schedule with these adjustments. The adopted Fiscal Year 2021/2022 Operating Budget assumes the reclassification of an Administrative Secretary position to a new Development Technician position and the reclassification of a Police Services Assistant position to a Senior Police Services Assistant position. The proposed job descriptions for the two new positions are attached hereto. Staff recommends the City Council approve the said salary schedule and the two new job descriptions retroactively effective July 10, 2021.

Discussion:

At its meeting held on May 25, 2021, the City Council approved a tentative agreement with Local 39 in closed session for the period of January 1, 2021 to December 31, 2021, and John Driscoll, City Attorney, reported out the details to the said tentative agreement during open session of the same meeting. One of the provisions of the tentative agreement is a 2.00% salary increase effective the first full pay period in July 2021, which falls on July 10, 2021.

Accordingly, staff recommends the City Council approve a new salary schedule with the 2.00% increase for all affected positions. Staff further recommends that the salaries for the non-sworn positions within the Confidential Unit, the Executive Management Unit, and the Supervisory Unit, and which are unrepresented, also be increased by 2.00%.

If approved, the salaries for the following positions will be increased by 2.00%:

Accountant	Development Technician	Police Support Services Supervisor
Accounting Assistant I/II	Director of Community Services	Public Works Operations

		Manager
Accounting Supervisor	Director of Development Services	Public Works Superintendent
Administrative Secretary	Director of Information Technology	Recreation Coordinator
Administrative Specialist	Director of Public Works	Recreation Coordinator II
Archive Technician	Engineering Specialist	Recreation Superintendent
Assistant City Manager/Director of Finance	Engineering Technician	Recreation Supervisor
Assistant Engineer	Executive Assistant to the Chief of Police	Secretary to the City Manager
Assistant Finance Director	Gold Bug Park Maintenance & Operations Specialist	Senior Maintenance Mechanic
Associate Engineer	Information Technology Analyst	Senior Maintenance Worker
Associate Planner	Lab Director	Senior Management Analyst
Building Inspector I/II	Maintenance Mechanic	Senior Police Dispatcher/Records Technician
Building Official	Maintenance Worker I/II	Senior Police Services Assistant
City Clerk/Human Resource Officer	Office Assistant I/II	Traffic Maintenance Worker
City Engineer	Parking Enforcement Officer I/II	Utility Services Specialist
City Manager	Parks & facilities Maintenance Superintendent	Water Meter Technician
City Planner	Police Dispatcher/Records Technician	Water Reclamation Facility Operator I, II, III, IV
City Treasurer/Accountant	Police Property/Evidence Analyst	Water Reclamation Facility Supervisor
Code Enforcement Official	Police Property/Evidence Officer	
Community Service Officer	Police Service Assistant	

As discussed during this year's budget development deliberations, staff recommends the City Council approve the new job descriptions and salary schedules for the Development Technician position and the Senior Police Services Assistant position. Staff also recommends an additional 14.76% increase to the Assistant City Manager/Director of Finance position salary schedule to complete the Citywide reorganization which began in January 2019 and reclassified the Director of Finance to the Assistant City Manager/Director of Finance. The salaries for all other positions will remain the same.

Options:

1. Adopt a resolution retroactively approving and affirming the new salary schedule and the new job descriptions for the Development Technician and Senior Police Services Assistant positions as presented.
2. Direct Staff to take another action.

Cost:

The aggregate annual cost of the salary increases mentioned above included in the new salary schedule is projected to be \$101,227 during Fiscal Year 2021/2022.

Budget Impact:

The City Council adopted the Fiscal Year 2021/2022 Operating Budget which assumed the 2.00% salary increase for all non-sworn employees and the new salaries for the Development Technician, Senior Police Services Assistant, and Assistant City Manager/Director of Finance positions mentioned above effective the first full pay period in July 2021 which is projected to cost \$101,227 through June 30, 2021.


Recommendation:

Adopt a resolution:

1. Retroactively approving and affirming a salary schedule effective July 10, 2021; and
2. Approving a new job description and salary schedule for the Development Technician position; and
3. Approving a new job description and salary schedule for the Senior Police Services Assistant position.



M. Cleve Morris, City Manager



**Dave Warren, Assistant City Manager/
Director Finance**

Attachments:

- A. Resolution
- B. Salary Schedule
- C. Development Technician position job description
- D. Senior Police Services Assistant position job description