

"Placerville, a Unique Historical Past Forging into a Golden Future"



December 11, 2018, Recreation and Parks Commission
Prepared by: Matt Lishman, Recreation Superintendent

Subject: Adopt a resolution approving and affirming a new salary schedule effective December 29, 2018.

Discussion: The City's part-time wage schedule was last revised effective December 30, 2018. Revisions to the schedule are needed to comply with the State's mandated increase in the minimum wage from \$11.00 to \$12.00 per hour effective January 1, 2019.

The intent of this recommendation is to establish a new pay scale that reflects the pending rate increase, treats all part-time employees fairly and keeps the City competitive in the local part-time employment market.

Analysis: To achieve a better understanding of the Department's part-time wages, staff surveyed several Recreation and Parks Departments with similar programs (Attachment A). The Recreation Departments surveyed were those that staff identified as comparable agencies for the City. Through the survey, staff discovered that most agencies are similarly in the process of revising fees and pay schedules, so comparisons can only be made based on current information. Staff will not know precisely how the City compares, until new pay scales are established by the agencies surveyed. The proposed pay scale will likely be comparable and keep the City competitive in the job market. Revised pay scales from like agencies should be available for comparison prior to budget preparations for the 2019-20 Fiscal Year.

The proposed Part-Time Wage schedule is outlined in Attachment B. The schedule includes four general employee classifications: 1.) General Recreation, 2.) Aquatics, 3.) Parks, Facilities, and Grounds, and 4.) 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 that would go into effect as of December 29, 2018. It is important to note that while the wage schedule indicates 5 steps, most part-time employees have not received step increases since 2009.

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

Cost: The proposed pay scale will increase the Community Service Department's part-time personnel costs by approximately \$45,465 as follows:

Table 1	
PROGRAM	INCREASE TO PART-TIME PERSONNEL EXPENDITURES
Youth Sports Camps	\$274
Youth Basketball	2,869
Adult Basketball	520
Adult Volleyball	210
Adult Softball	1,698
General Recreation	1,204
Gold Bug Park Admissions	21,839
Aquatics	16,966
Special Events	105
Total	\$45,685

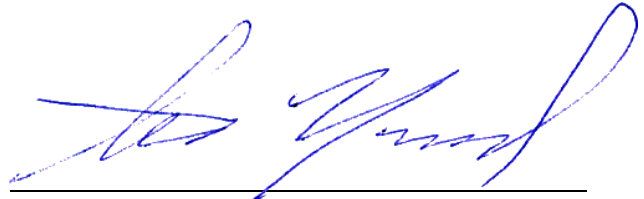
Budget: The \$45,685 in additional part-time personnel costs were incorporated in the adopted Fiscal Year 2018/2019 Operating Budget. Staff recognizes the importance of recreation and parks programs recovering the direct costs associated with providing the service. This can be accomplished through a variety of strategies including but not limited to: a.) Increased participant fees, b.) Improved marketing and advertising strategies, c.) Enhancements to customer service and d.) Restructuring of programs and services.

If the new part-time pay scale is approved by City Council, City staff will work with the City of Placerville Recreation and Parks Commission to develop specific cost recovery strategies for each program that may require participation fees to be raised in the future.

Recommendation Adopt a resolution approving and affirming a new salary schedule effective December 29, 2018.



M. Cleve Morris, City Manager



Steve Youel, Director of Community Services



Dave Warren, Director of Finance

Attachment A – Part-Time Staff Hourly Wage Comparison
Attachment B – Current vs. Proposed Part-Time Wage Scale

ATTACHMENT “A”

PART-TIME STAFF HOURLY WAGE COMPARISON Current Wages as of May 2018

	City of Placerville <i>5 steps (Current)</i>	Auburn ARD <i>7 steps</i>	Cameron Park CSD <i>5 steps</i>	City of Folsom <i>5 steps</i>	El Dorado Hills CSD <i>5 steps</i>
General Recreation		Current	Current	<i>Effective 1/1/2019</i>	Current
Youth Sports Official	\$11.00-12.38	n/a	Contract Officials	Contract Officials	Contract Officials
Basketball Scorekeeper	\$11.00-12.38	\$11.33-15.18	\$11.00-13.38	\$12.00-12.90	\$11.00-13.37
Adult Softball Scorekeeper	\$11.33-12.75	\$11.33-15.18	\$11.00-13.38	\$12.00-12.90	\$11.00-13.37
Office Assistant	\$11.00-12.38	\$11.98-16.05	\$15.00-17.37	\$12.00-12.90	\$15.99-19.44
Gym Supervisor	\$11.33-12.75	n/a	n/a	\$12.90-14.10	\$11.55-14.04
League Director	\$11.67-13.13	n/a	n/a	\$14.10-15.60	\$12.13-14.74
Aquatics					
Office Assistant	\$11.00-12.38	\$11.33-15.18	\$11.00-13.38	\$12.00-12.90	\$11.00-13.37
Lifeguard	\$11.33-12.75	\$11.33-15.18	\$11.25-13.67	\$12.00-12.90	\$11.00-13.37
Swim Instructor	\$12.02-13.53	\$12.07-16.17	\$11.25-13.67	\$12.00-12.90	\$11.00-13.37
Assistant Pool Manager	\$12.75-14.35	n/a	\$11.75-14.29	n/a	\$12.13-14.74
Pool Manager	\$13.93-15.68	\$12.40-16.62	n/a	\$14.10-15.60	\$15.99-19.44
Aquatics Coordinator	\$15.68-17.65	\$16.76-22.46	\$13.50-16.41	n/a	N/A
Parks, Facilities and Grounds					
Facility Attendant	\$11.00-12.38	\$12.09-16.19	\$12.00-14.00 (Blue Ribbon)	\$12.00-12.90	\$11.55-14.04
Field Maintenance	\$13.60-15.31	\$11.14-14.92	\$12.00-14.00 (Blue Ribbon)	\$12.90-14.10	\$11.55-14.04
Park Maintenance Worker	\$13.60-15.31	\$11.14-14.92	\$12.00-14.00 (Blue Ribbon)	\$12.50-18.00	\$11.55-14.04

	City of Placerville <i>5 steps (Current)</i>	Empire Mine Grass Valley, CA <i>4 steps</i>	Kennedy Mine Jackson, CA	Mercer Caverns Murphys, CA <i>no steps</i>
Gold Bug Park				
Attendant	\$11.00-12.38	\$10.74-12.32	Volunteers Only	\$10.50-16.50
Gift Shop Coordinator	\$14.73-16.58	\$12.40-13.71	Volunteers Only	\$10.50-16.50
Blacksmith Shop Coordinator	\$14.73-16.58	Volunteers Only	Volunteers Only	N/A

ATTACHMENT “B”

City of Placerville Community Services Department Part-Time Employee Wage Schedule Current vs. Proposed Effective January 1, 2019

Position	Range	Step 1	Step 2	Step 3	Step 4	Step 5
General Recreation						
Youth Sports Official (Current)	H01	\$ 11.00	\$ 11.33	\$ 11.67	\$ 12.02	\$ 12.38
2019 Proposed		\$ 12.00	\$ 12.36	\$ 12.73	\$ 13.11	\$ 13.51
Basketball Scorekeeper (Current)	H04	\$ 11.00	\$ 11.33	\$ 11.67	\$ 12.02	\$ 12.38
2019 Proposed		\$ 12.00	\$ 12.36	\$ 12.73	\$ 13.11	\$ 13.51
Adult Softball Scorekeeper (Current)	H02	\$ 11.33	\$ 11.67	\$ 12.02	\$ 12.38	\$ 12.75
2019 Proposed		\$ 12.36	\$ 12.73	\$ 13.11	\$ 13.51	\$ 13.91
Office Assistant (Current)	H03	\$ 11.00	\$ 11.33	\$ 11.67	\$ 12.02	\$ 12.38
2019 Proposed		\$ 12.00	\$ 12.36	\$ 12.73	\$ 13.11	\$ 13.51
Gym Supervisor (Current)	H05	\$ 11.33	\$ 11.67	\$ 12.02	\$ 12.38	\$ 12.75
2019 Proposed		\$ 12.36	\$ 12.73	\$ 13.11	\$ 13.51	\$ 13.91
League Director (Current)	H06	\$ 11.67	\$ 12.02	\$ 12.38	\$ 12.75	\$ 13.13
2019 Proposed		\$ 13.11	\$ 13.51	\$ 13.91	\$ 14.33	\$ 14.76
Aquatics						
Office Assistant (Current)	H03	\$ 11.00	\$ 11.33	\$ 11.67	\$ 12.02	\$ 12.38
2019 Proposed		\$ 12.00	\$ 12.36	\$ 12.73	\$ 13.11	\$ 13.51
Lifeguard (Current)	H07	\$ 11.33	\$ 11.67	\$ 12.02	\$ 12.38	\$ 12.75
2019 Proposed		\$ 12.36	\$ 12.73	\$ 13.11	\$ 13.51	\$ 13.91
Swim Instructor (Current)	H08	\$ 12.02	\$ 12.38	\$ 12.75	\$ 13.13	\$ 13.53
2019 Proposed		\$ 12.73	\$ 13.11	\$ 13.51	\$ 13.91	\$ 14.33
Assistant Pool Manager (Current)	H09	\$ 12.75	\$ 13.13	\$ 13.53	\$ 13.93	\$ 14.35
2019 Proposed		\$ 13.51	\$ 13.91	\$ 14.33	\$ 14.76	\$ 15.20
Pool Manager (Current)	H10	\$ 13.93	\$ 14.35	\$ 14.78	\$ 15.22	\$ 15.68
2019 Proposed		\$ 14.33	\$ 14.76	\$ 15.20	\$ 15.66	\$ 16.13
Aquatics Coordinator (Current)	H14	\$ 15.68	\$ 16.15	\$ 16.63	\$ 17.13	\$ 17.65
*2019 Proposed		\$ 15.68	\$ 16.15	\$ 16.63	\$ 17.13	\$ 17.65
Parks, Facilities and Grounds						
Facility Attendant (Current))	H15	\$ 11.00	\$ 11.33	\$ 11.67	\$ 12.02	\$ 12.38
2019 Proposed		\$ 12.00	\$ 12.36	\$ 12.73	\$ 13.11	\$ 13.51
Field Maintenance (Current)	H16	\$ 13.60	\$ 14.01	\$ 14.43	\$ 14.86	\$ 15.31
2019 Proposed		\$ 14.08	\$ 14.50	\$ 14.94	\$ 15.39	\$ 15.85
Park Maintenance Worker (Current)	H16	\$ 13.60	\$ 14.01	\$ 14.43	\$ 14.86	\$ 15.31
2019 Proposed		\$ 14.08	\$ 14.50	\$ 14.94	\$ 15.39	\$ 15.85
Gold Bug Park						
Mine Attendant (Current)	H15	\$ 11.00	\$ 11.33	\$ 11.67	\$ 12.02	\$ 12.38
2019 Proposed		\$ 12.00	\$ 12.36	\$ 12.73	\$ 13.11	\$ 13.51
Gold Bug Gift Shop Coordinator (Current)	H14	\$ 14.73	\$ 15.17	\$ 15.63	\$ 16.10	\$ 16.58
2019 Proposed		\$ 15.68	\$ 16.15	\$ 16.63	\$ 17.13	\$ 17.65
Gold Bug Blacksmith Shop Coordinator (Current)	H14	\$ 14.73	\$ 15.17	\$ 15.63	\$ 16.10	\$ 16.58
2019 Proposed		\$ 15.68	\$ 16.15	\$ 16.63	\$ 17.13	\$ 17.65
* rate freeze						