



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Thomas Frutchey, City Manager

MEETING DATE: January 6, 2016

SUBJECT: Resolution amending the classification schedule to reflect minimum wage requirements

CEQA: Does not constitute a "Project" under California Environmental Quality Act (CEQA) Guidelines Section 15378.

RECOMMENDATION

Approve a resolution to amend the classification schedule to reflect state minimum wage requirements.

DISCUSSION

The City's salary schedule identifies the job classifications that have been approved by Council (e.g., Maintenance Supervisor) and the hourly rates of pay for each classification at each step authorized by the Personnel Rules. Pursuant to Pacific Grove Municipal Code (PGMC) Section 4.20.280, approval and amendment to the salary schedule must be adopted by the Council. In the past, such amendments have frequently been made by ordinance, but that is not required.

The salary ranges for at least the lowest steps in the following four classifications need to be adjusted, to meet state minimum wage requirements:

- Crossing Guard
- Lighthouse Docent Coordinator
- Police Reserve I, II, and III
- Recreation Assistant 1

There were several different approaches the City could take. Each of the people at a current step below \$10 could have been increased to the first higher step that pays over \$10/hour. That option could be implemented short term, but does not address the longer term, as we would not be able to hire anyone in the lower steps. A second approach is to increase the range of the entire classification, which preserves the City's ability to hire personnel in the future at the lowest steps, while complying with the new minimum wage law. Doing so does not have any significant consequences to our internal consistencies. Only those persons below \$10 per hour will have immediate adjustments to their compensation; others will continue receiving approximately the same compensation, but at a lower step.

The proposed hourly salary schedules for the identified positions are as follows:

Classification	Step 1A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G	Step 8H
Crossing Guard	10.00	10.50	11.03	11.58	12.16			
Lighthouse Docent Coordinator	10.00	10.50	11.03	11.58	12.16			
Police Reserve Officer III	10.00	10.50	11.03	11.58	12.16			
Police Reserve Officer II	10.50	11.03	11.58	12.16	12.76			
Police Reserve Officer I	11.00	11.55	12.13	12.73	13.37			
Recreation Assistant I	10.00	10.50	11.03	11.58	12.16			

This approach maintains the current 5% differential between each step and the current separation between Police Reserve I, II, and III.

OPTIONS

1. Do nothing
2. Provide alternative direction.

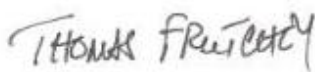
FISCAL IMPACT

No significant impact to the City. The incumbents are part-time employees, only a few are impacted by the change (since most are already above the lowest steps) and the change per hour is minor.

ATTACHMENTS

1. Resolution amending the full-time position classification schedule

RESPECTFULLY SUBMITTED:



Thomas Frutchey
City Manager

RESOLUTION NO. 16-____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE
AMENDING THE SALARY SCHEDULE**

WHEREAS, the State of California has increased the minimum wage to \$10.00, effective January 1, 2016; and

WHEREAS, the City currently has four classifications with pay rates that, for at least one of the lower steps, fall below \$10.00; and

WHEREAS, amending the salary schedule will meet the state requirements; and

WHEREAS, amending the schedule by adjusting the range preserves the City's full flexibility for future hiring decisions and observes the intent of the state requirements; and

WHEREAS, any amendment to the classification plan must be adopted by the City Council pursuant to Pacific Grove Municipal Code (PGMC) Section 4.20.280; and

WHEREAS, amendments to the classification plan may be adopted by the City Council by resolution; and

WHEREAS, in the adoption of this resolution, the City followed the guidelines adopted by the State of California and published in the California Code of Regulations, Title 14, Section 15000, et seq. Adoption of this resolution action does not constitute a "project" as defined by California Environmental Quality Act (CEQA) because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment, pursuant to Section 15378.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE:

SECTION 1. Each of the foregoing recitals is adopted as a finding of the City Council as though set forth fully herein.

SECTION 2. That certain salary schedule approved and adopted by the City Council pursuant to PGMC § 4.20.280 is hereby amended, as indicated below:

Classification	Step 1A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G	Step 8H
Crossing Guard	10.00	10.50	11.03	11.58	12.16			
Lighthouse Docent Coordinator	10.00	10.50	11.03	11.58	12.16			
Police Reserve Officer III	10.00	10.50	11.03	11.58	12.16			
Police Reserve Officer II	10.50	11.03	11.58	12.16	12.76			
Police Reserve Officer I	11.00	11.55	12.13	12.73	13.37			
Recreation Assistant I	10.00	10.50	11.03	11.58	12.16			

SECTION 3. The City Manager is directed to execute all documents and to perform all other necessary City acts to implement this Ordinance.

SECTION 5. This resolution shall become effective immediately following passage and adoption thereof.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE
this 6th day of January, 2016, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

BILL. KAMPE, Mayor

ATTEST:

SANDRA KANDELL, Deputy City Clerk

APPROVED AS TO FORM:

DAVID C. LAREDO, City Attorney