

City of Brisbane Staff Report

To: City Council via City Manager

From: Maria Saguisag-Sid
Principal Analyst – Human Resources

Subject: Approval of Resolution 2018-45 through 54, Adopting Pay Schedules and Master Pay Schedule for Fiscal Year 2018/2019

Date: Meeting of June 21, 2018

Recommendation:

Adopt Resolutions 2018-45, 2018-46, 2018-47, 2018-48, 2018-49, 2018-50, 2018-51, 2018-52, 2018-53, and 2018-54 to amend current pay schedules and update master pay schedule for FY 2018/2019.

City Council Goals

Provide for a workplace that encourages growth of individual employees and a quality work environment.

Background and Discussion:

In 2016, the City reached agreement with all of the employee bargaining groups outlining wages, benefits and working conditions for each respective group. Staff has posted both the approved labor agreements and salary information on the city's website to provide the public with access to this information at <http://brisbaneca.org/departments/administration/human-resources/labor-agreements> and <http://brisbaneca.org/departments/administration/human-resources/salary-information>.

On November 4, 2016, CalPERS issued Circular Letter 200-050-16, clarifying that pay schedules must comply with Government Code Section 20636 and CCR section 570.5. If an agency does not meet the requirements outlined in GC Section 20636 and CCR section 570.5, CalPERS may determine an amount that may be considered to be the pay rate.

On May 17, 2017, the City began posting a master pay schedule that combines all of the pay schedules, including Council Member and Commissioner Pay, together in one document as the master pay schedule, to avoid possible issues with CalPERS going forward. Staff is presenting today for adoption the pay schedules for the upcoming July 2018 pay increases.

Highlights of updates to the upcoming pay schedules for FY 2018/2019 that have been approved through negotiations are as follows:

- City Manager: The City Manager position will receive a 3% pay increase effective the first full payroll period in November 2018. The current rate is \$112.53 per hour and the new pay rate will be

\$115.91 per hour, per Appendix A of the Second Amendment to the Employment Agreement with the City Manager dated July 14, 2016.

- Police Chief: The Police Chief will receive a 3% pay increase effective the first full payroll period in July 2018. The new pay rate will be \$102.36 per hour at the top step.
- Executive Management: The pay schedule will reflect a 3% pay increase effective the first full payroll in July 2018. Current filled position in this group and their respective top step pay rates include City Clerk at \$55.97 per hour, Community Development Director at \$90.36 per hour and Public Works Director/City Engineer at \$105.78 per hour.
- Confidential Management Employees: The pay schedule will reflect a 3% pay increase effective the first full payroll in July 2018. The current filled position in this group and their respective top step pay rate is the Administrative Services Director at \$93.43 per hour.
- The following bargaining groups will receive a 3% pay increase effective with the first full payroll period in July 2018: Confidential Employees, International Association of Firefighters, Local 2400, General Employees Association, Mid-Management/Professional Employees, and Police Officers Association.

Historically, the City Council has approved pay increases for hourly unrepresented employees that mirror the pay increases of represented bargaining groups. In order to continue this practice, staff is asking council to approve a similar 3.0% increase to the pay scales for hourly employees effective the first full pay period of July 2018 to ensure the hourly employees are compensated appropriately and kept in line with their fellow employees in the different bargaining units. Staff is also recommending that hourly pay scales that are currently below the scheduled January 2019 minimum wage increase have their starting step (Grade A) be set at \$12.00 per hour and the additional steps (Grades B to E) be adjusted in increments of 5% accordingly, so that the minimum wage requirement is met.

Staff recommends City Council approves the attached resolutions so that the City is able to retain and attract the quality and expertise of staff required by Council and the community.

Fiscal Impact:

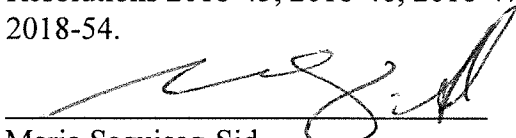
These increases are reflected in the FY 2018/2019 budget.

Attachments:

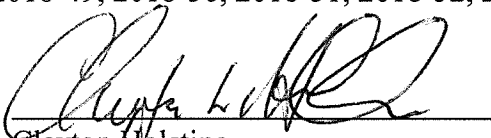
CalPERS Circular Letter 200-050-16

Copy of Appendix A of the Second Amendment to the Employment Agreement with the City Manager dated July 14, 2016.

Resolutions 2018-45, 2018-46, 2018-47, 2018-48, 2018-49, 2018-50, 2018-51, 2018-52, 2018-53, and 2018-54.



Maria Saguisag-Sid
Principal Analyst



Clayton Holstine
City Manager



California Public Employees' Retirement System
P.O. Box 942715
Sacramento, CA 94229-2715
(888) CalPERS (or **888-225-7377**)
TTY: (877) 249-7442
www.calpers.ca.gov

Circular Letter: 200-050-16
Distribution: IV, V, VI, X, XII, XVI

Circular Letter

November 4, 2016

TO: ALL CALPERS EMPLOYERS

**SUBJECT: STATUTORY AND REGULATORY REQUIREMENTS FOR COMPENSATION
EARNABLE AND PUBLICLY AVAILABLE PAY SCHEDULES**

Accurate Payroll reporting is crucial for providing accurate member benefits. The purpose of this letter is to remind employers of the requirements for compensation earnable and publicly available pay schedules.

Compensation Earnable

Only those pay amounts that meet the definition of compensation earnable are used when calculating retirement benefits. For more information about compensation earnable, please refer to the Public Employees' Retirement Law (PERL) Government Code (GC) sections 20636 and 20636.1 which define compensation earnable for State, School, and Public Agency members. Compensation earnable is further clarified by California Code of Regulations (CCR) Section 570.5.

All employers must comply with the compensation earnable provisions and corresponding regulations of the PERL. Where employers fail to comply, pay amounts will be determined to not constitute payrate, and accordingly, CalPERS will be unable to use such pay amounts when calculating members' retirement benefits.

Requirement for Publicly Available Pay Schedules

To meet the definition of compensation earnable, an amount of pay must either constitute payrate or special compensation as defined in the statutes. GC section 20636(d) further requires that payrate and special compensation schedules, ordinances, or similar documents are public records.

Employers must review their pay schedules to verify that all members' pay amounts are included within a publicly available pay schedule.

Compensation Earnable Government Codes

GC section 20636(b)(1) (applicable to Public Agency members) and 20636.1(b)(1) (applicable to School members) require pay amounts to be paid pursuant to publicly available pay schedules. For example, GC section 20636 (b)(1) states:

“Payrate means the normal monthly rate of pay or base pay of the member paid in cash to similarly situated members of the same group or class of employment for services rendered on a full-time basis during normal working hours, pursuant to publicly available pay schedules. “Payrate,” for a member who is not in a group or class, means the monthly rate of pay or base pay of the member, paid in cash and pursuant to publicly available pay schedules, for services rendered on a full-time basis during normal working hours, subject to the limitations of paragraph (2) of subdivision (e).”

CCR 570.5 specifies the required elements necessary to meet the definition of a publicly available pay schedule as follows:

- (a) For purposes of determining the amount of “compensation earnable” pursuant to GC sections 20630, 20636, and 20636.1, payrate shall be limited to the amount listed on a pay schedule that meets all of the following requirements:
- (1) Has been duly approved and adopted by the employer’s governing body in accordance with requirements of applicable public meetings laws;
 - (2) Identifies the position title for every employee position;
 - (3) Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
 - (4) Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
 - (5) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer’s internet website;
 - (6) Indicates an effective date and date of any revisions;
 - (7) Is retained by the employer and available for public inspection for not less than five years; and
 - (8) Does not reference another document in lieu of disclosing the payrate.

All eight (8) requirements must be met in one salary schedule for each member’s pay, in order for CalPERS to approve the pay amount as payrate and reportable compensation earnable.

Publicly Available Pay Schedules Government Code

If an agency cannot provide a document meeting the requirements for a publicly available pay schedule, then CalPERS must determine that the pay amount fails to meet the definition of payrate. CCR 570.5 (b)(1)-(4) outlines the process by which CalPERS may determine a member's payrate when there is no publicly available pay schedule provided.

CCR 570.5 (b) states:

- (b) Whenever an employer fails to meet the requirements of subdivision (a) above, the Board, in its sole discretion, may determine an amount that will be considered to be payrate, taking into consideration all information it deems relevant including, but not limited to, the following:
 - (1) Documents approved by the employer's governing body in accordance with requirements of public meetings laws and maintained by the employer;
 - (2) Last payrate listed on a pay schedule that conforms to the requirements of subdivision (a) with the same employer for the position at issue;
 - (3) Last payrate for the member that is listed on a pay schedule that conforms with the requirements of subdivision (a) with the same employer for a different position;
 - (4) Last payrate for the member in a position that was held by the member and that is listed on a pay schedule that conforms with the requirements of subdivision (a) of a former CalPERS employer.

For assistance or questions, please direct your inquiries to the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

Renee Ostrander, Chief
Employer Account Management Division

City of Brisbane
City Manager

Appendix A

Effective Date: First Full Pay Period After November 1, 2016

<u>Job Title</u>		<u>Salary</u>
City Manager	Monthly	\$ 18,937.02
	Bi-Weekly	\$ 8,740.17
	Hourly	\$ 109.25

Effective Date: First Full Pay Period After November 1, 2017

<u>Job Title</u>		<u>Salary</u>
City Manager	Monthly	\$ 19,505.13
	Bi-Weekly	\$ 9,002.37
	Hourly	\$ 112.53

Effective Date: First Full Pay Period After November 1, 2018

<u>Job Title</u>		<u>Salary</u>
City Manager	Monthly	\$ 20,090.29
	Bi-Weekly	\$ 9,272.44
	Hourly	\$ 115.91

RESOLUTION 2018-45

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF BRISBANE CONCERNING
WAGES FOR THE CONFIDENTIAL EMPLOYEES GROUP**

WHEREAS, on July 14, 2016, the City Council approved Resolution 2016-27 concerning the Memorandum of Understanding between the City of Brisbane and the Confidential Employees Group; and

WHEREAS, the current Memorandum of Understanding between the City of Brisbane and the Confidential Employees Group provides for wage increase of 3.0% effective the first full payroll period after July 1, 2018, and

WHEREAS, the City Council wishes to adopt a new pay schedule for the Confidential Employees Group that reflects this increase;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brisbane that the pay schedule is approved as set forth in Exhibit A and is incorporated by reference as though fully set forth herein.

W. CLARKE CONWAY
Mayor

I hereby certify that the foregoing Resolution No. 2018-45 was duly and regularly adopted at a regular meeting of the Brisbane City Council on June 21, 2018, by the following vote:

AYES:
NOES;
ABSENT:

INGRID PADILLA
City Clerk

Effective Date: 07/09/2018

3.0% Increase

CITY OF BRISBANE

Confidential Employees Group

Exhibit A

<u>Job Title</u>		<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Administrative	Monthly	6,284.49	6,597.01	6,928.47	7,273.19	7,638.74
Management Analyst	Bi-Weekly	2,900.53	3,044.77	3,197.76	3,356.86	3,525.57
	Hourly	36.26	38.06	39.97	41.96	44.07
Deputy City Clerk/ Executive Assistant	Monthly	5,915.15	6,210.62	6,521.25	6,848.92	7,189.85
	Bi-weekly	2,730.07	2,866.44	3,009.81	3,161.04	3,318.39
	Hourly	34.13	35.83	37.62	39.51	41.48
Principal Analyst	Monthly	8,790.33	9,231.65	9,691.91	10,174.89	10,684.39
	Bi-weekly	4,057.08	4,260.76	4,473.19	4,696.10	4,931.26
	Hourly	50.71	53.26	55.91	58.70	61.64
Senior Human Resources Analyst	Monthly	7,021.28	7,371.68	7,741.02	8,474.08	8,532.74
	Bi-weekly	3,240.59	3,402.31	3,572.78	3,911.11	3,938.19
	Hourly	40.51	42.53	44.66	48.89	49.23

RESOLUTION 2018-46

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF BRISBANE CONCERNING WAGES FOR
THE CONFIDENTIAL MANAGEMENT GROUP**

WHEREAS, on July 14, 2016, the City Council approved Resolution 2016-26 concerning the Memorandum of Understanding between the City of Brisbane and the Confidential Management Group; and

WHEREAS, the current Memorandum of Understanding between the City of Brisbane and the Confidential Management Group provides for wage increase of 3.0% effective the first full payroll period after July 1, 2018, and

WHEREAS, the City Council wishes to adopt a new pay schedule for the Confidential Management Employees Group that reflects this wage increase;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brisbane that the pay schedule for the Confidential Management Group is approved as set forth in Exhibit A and is incorporated by reference as though fully set forth herein.

W. CLARKE CONWAY
Mayor

I hereby certify that the foregoing Resolution No. 2018-46 was duly and regularly adopted at a regular meeting of the Brisbane City Council on June 21, 2018, by the following vote:

AYES:
NOES;
ABSENT:

INGRID PADILLA
City Clerk

Effective Date: 07/9/2018

3.0% Increase

CITY OF BRISBANE

Confidential Management Group

Exhibit A

<u>Job Title</u>		<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Administrative Services	Monthly	13,322.82	13,987.63	14,688.44	15,424.90	16,194.21
Director	Bi-Weekly	6,148.99	6,455.83	6,779.28	7,119.19	7,474.25
	Hourly	76.86	80.70	84.74	88.99	93.43
Finance Director	Monthly	12,750.81	13,387.22	14,057.71	14,762.30	15,497.20
	Bi-Weekly	5,884.99	6,178.72	6,488.18	6,813.37	7,152.55
	Hourly	73.56	77.23	81.10	85.17	89.41
Special Council	Hourly	168.25				
Major Development Projects						

RESOLUTION 2018-47

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF BRISBANE CONCERNING WAGES FOR
THE EXECUTIVE MANAGEMENT GROUP**

WHEREAS, on July 14, 2016, the City Council approved Resolution 2016-28 concerning the Memorandum of Understanding between the City of Brisbane and the Executive Management Group; and

WHEREAS, the current Memorandum of Understanding between the City of Brisbane and the Executive Management Group provides for wage increase of 3.0% effective the first full payroll period after July 1, 2018, and

WHEREAS, the City Council wishes to adopt a new pay schedule for the Executive Management Group that reflects this wage increase;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brisbane that the pay schedule for the Executive Management Group is approved as set forth in Exhibit A and is incorporated by reference as though fully set forth herein.

W. CLARKE CONWAY
Mayor

I hereby certify that the foregoing Resolution No. 2018-47 was duly and regularly adopted at a regular meeting of the Brisbane City Council on June 21, 2018, by the following vote:

AYES:
NOES;
ABSENT:

INGRID PADILLA
City Clerk

Effective Date: 07/09/2018

3.0% Increase

CITY OF BRISBANE

Executive Management Group

Exhibit A

<u>Job Title</u>		<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Assistant to the City Manager	Monthly	10,208.98	10,718.49	11,256.40	11,817.04	12,409.88
	Bi-weekly	4,711.84	4,946.99	5,195.26	5,454.02	5,727.64
	Hourly	58.90	61.84	64.94	68.18	71.60
City Clerk	Monthly	7,981.57	8,381.22	8,799.80	9,241.12	9,701.38
	Bi-weekly	3,683.80	3,868.25	4,061.45	4,265.13	4,477.56
	Hourly	46.05	48.35	50.77	53.31	55.97
Community Development Director	Monthly	12,883.40	13,527.38	14,205.45	14,915.72	15,661.98
	Bi-weekly	5,946.18	6,243.40	6,556.36	6,884.18	7,228.61
	Hourly	74.33	78.04	81.95	86.05	90.36
Director of Marina and Aquatic Services	Monthly	8,551.68	8,979.74	9,428.63	9,900.25	10,394.60
	Bi-weekly	3,946.93	4,144.49	4,351.68	4,569.35	4,797.51
	Hourly	49.34	51.81	54.40	57.12	59.97
Marina Services Director	Monthly	7,992.93	8,392.58	8,813.06	9,252.48	9,716.53
	Bi-weekly	3,689.05	3,873.50	4,067.57	4,270.38	4,484.55
	Hourly	46.11	48.42	50.84	53.38	56.06
Parks & Recreation Director	Monthly	12,284.87	12,900.44	13,544.42	14,220.60	14,932.77
	Bi-weekly	5,669.94	5,954.05	6,251.27	6,563.36	6,892.05
	Hourly	70.87	74.43	78.14	82.04	86.15
Public Works Director/ City Engineer	Monthly	15,084.29	15,838.13	16,627.95	17,461.34	18,334.50
	Bi-weekly	6,961.98	7,309.91	7,674.44	8,059.08	8,462.08
	Hourly	87.02	91.37	95.93	100.74	105.78

RESOLUTION 2018-48

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF BRISBANE CONCERNING WAGES FOR
THE INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, LOCAL 2400, AFL-CIO**

WHEREAS, on September 1, 2016, the City Council approved Resolution 2016-33 concerning the Memorandum of Understanding between the City of Brisbane and the International Association of Firefighters, Local 2400, AFL-CIO; and

WHEREAS, the current Memorandum of Understanding between the City of Brisbane and the International Association of Firefighters, Local 2400, AFL-CIO provides for wage increase of 3.0% effective the first full payroll period after July 1, 2018, and

WHEREAS, the City Council wishes to adopt a new pay schedule for the International Association of Firefighters, Local 2400, AFL-CIO that reflects this wage increase;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brisbane that the pay schedule for the International Association of Firefighters, Local 2400, AFL-CIO is approved as set forth in Exhibit A and is incorporated by reference as though fully set forth herein.

W. CLARKE CONWAY
Mayor

I hereby certify that the foregoing Resolution No. 2018-48 was duly and regularly adopted at a regular meeting of the Brisbane City Council on June 21, 2018, by the following vote:

AYES:
NOES;
ABSENT:

INGRID PADILLA
City Clerk

Effective Date: 07/10/2017
3.0% Increase

CITY OF BRISBANE
International Assoc. of Firefighters, Local 2400

Exhibit A

<u>Job Title</u>		<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Firefighter	Monthly	7,273.57	7,636.84	8,018.69	8,416.45	8,838.06
	Bi-weekly	3,357.03	3,524.70	3,700.93	3,884.52	4,079.10
	Hourly	29.97	31.47	33.04	34.68	36.42
Firefighter/Paramedic	Monthly	7,273.57	7,636.84	8,018.69	8,416.45	8,838.06
	Bi-weekly	3,357.03	3,524.70	3,700.93	3,884.52	4,079.10
	Hourly	29.97	31.47	33.04	34.68	36.42
Fire Captain	Monthly	8,692.22	9,124.44	9,583.18	10,060.48	10,564.32
	Bi-weekly	4,011.79	4,211.28	4,423.01	4,643.30	4,875.84
	Hourly	35.82	37.60	39.49	41.46	43.53
Fire Prevention Officer	Monthly	7,652.00	8,036.46	8,438.04	8,858.52	9,301.73
	Bi-weekly	3,531.69	3,709.14	3,894.48	4,088.55	4,293.11
	Hourly	31.53	33.12	34.77	36.50	38.33
Fire Trainee	Monthly	3,617.66				
	Bi-weekly	1,669.69				
	Hourly	20.87				

1 - Hourly wage for Firefighter, Firefighter/Paramedic and Fire Captain are calculated on a 56-hour workweek.

2 - Hourly wage for Fire Prevention Officer and Fire Trainee is calculated on a 40-hour workweek.

3 - Base Salary includes holiday compensation at the rate of 6.0% for Firefighter & Firefighter/Paramedic.

RESOLUTION 2018-49

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF BRISBANE CONCERNING WAGES FOR
THE GENERAL EMPLOYEES ASSOCIATION**

WHEREAS, on July 14, 2016, the City Council approved Resolution 2016-25 concerning the Memorandum of Understanding between the City of Brisbane and the General Employees Association; and

WHEREAS, the current Memorandum of Understanding between the City of Brisbane and the General Employees Association provides for wage increase of 3.0% effective the first full payroll period after July 1, 2018, and

WHEREAS, the City Council wishes to adopt a new pay schedule for the General Employees Association that reflects this wage increase;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brisbane that the pay schedule for the General Employees Association is approved as set forth in Exhibit A and is incorporated by reference as though fully set forth herein.

W. CLARKE CONWAY
Mayor

I hereby certify that the foregoing Resolution No. 2018-49 was duly and regularly adopted at a regular meeting of the Brisbane City Council on June 21, 2018, by the following vote:

AYES:
NOES;
ABSENT:

INGRID PADILLA
City Clerk

<u>Job Title</u>		<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Accounting Assistant I	Monthly	3,918.81	4,115.79	4,322.25	4,538.17	4,765.46
	Bi-weekly	1,808.68	1,899.60	1,994.88	2,094.54	2,199.44
	Hourly	22.61	23.74	24.94	26.18	27.49
Accounting Assistant II	Monthly	4,314.67	4,530.59	4,757.88	4,994.64	5,244.65
	Bi-weekly	1,991.39	2,091.04	2,195.94	2,305.22	2,420.61
	Hourly	24.89	26.14	27.45	28.82	30.26
Administrative Assistant	Monthly	5,184.04	5,443.53	5,714.38	6,000.38	6,301.54
	Bi-weekly	2,392.64	2,512.40	2,637.41	2,769.41	2,908.40
	Hourly	29.91	31.40	32.97	34.62	36.36
Assistant Engineer I	Monthly	6,036.37	6,339.42	6,655.73	6,989.08	7,337.59
	Bi-weekly	2,786.02	2,925.89	3,071.87	3,225.73	3,386.58
	Hourly	34.83	36.57	38.40	40.32	42.33
Assistant Engineer II	Monthly	6,640.57	6,970.14	7,320.54	7,686.10	8,070.59
	Bi-weekly	3,064.88	3,216.99	3,378.71	3,547.43	3,724.89
	Hourly	38.31	40.21	42.23	44.34	46.56
Associate Planner	Monthly	6,985.29	7,335.69	7,703.14	8,087.64	8,492.97
	Bi-weekly	3,223.98	3,385.71	3,555.30	3,732.76	3,919.83
	Hourly	40.30	42.32	44.44	46.66	49.00
Code Enforcement Officer	Monthly	4,920.77	5,167.00	5,424.59	5,695.44	5,981.44
	Bi-weekly	2,271.12	2,384.77	2,503.66	2,628.66	2,760.67
	Hourly	28.39	29.81	31.30	32.86	34.51
Community Development Technician	Monthly	5,290.11	5,553.38	5,831.81	6,123.50	6,428.44
	Bi-weekly	2,441.59	2,563.10	2,691.61	2,826.23	2,966.97
	Hourly	30.52	32.04	33.65	35.33	37.09
Community Service Officer	Monthly	4,329.82	4,545.74	4,773.03	5,011.68	5,261.70
	Bi-weekly	1,998.38	2,098.04	2,202.94	2,313.08	2,428.48
	Hourly	24.98	26.23	27.54	28.91	30.36
Engineering Technician	Monthly	5,818.55	6,110.24	6,415.18	6,733.38	7,072.42
	Bi-weekly	2,685.49	2,820.11	2,960.85	3,107.72	3,264.19
	Hourly	33.57	35.25	37.01	38.85	40.80
Executive Administrative Assistant	Monthly	5,373.45	5,640.51	5,922.73	6,220.09	6,530.72
	Bi-weekly	2,480.05	2,603.31	2,733.57	2,870.81	3,014.18
	Hourly	31.00	32.54	34.17	35.89	37.68
Human Resources Technician	Monthly	5,290.11	5,553.38	5,831.81	6,123.50	6,428.44
	Bi-weekly	2,441.59	2,563.10	2,691.61	2,826.23	2,966.97
	Hourly	30.52	32.04	33.65	35.33	37.09

3.0% Increase

<u>Job Title</u>		<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Marina Maintenance Worker I	Monthly	4,536.27	4,761.67	5,000.32	5,250.33	5,513.61
	Bi-weekly	2,093.66	2,197.69	2,307.84	2,423.23	2,544.74
	Hourly	26.17	27.47	28.85	30.29	31.81
Marina Maintenance Worker II	Monthly	4,536.27	5,237.08	5,500.35	5,773.10	6,062.89
	Bi-weekly	2,093.66	2,417.11	2,538.62	2,664.51	2,798.26
	Hourly	26.17	30.21	31.73	33.31	34.98
Office Assistant	Monthly	4,157.46	4,358.23	4,576.05	4,805.23	5,047.67
	Bi-weekly	1,918.83	2,011.49	2,112.02	2,217.80	2,329.69
	Hourly	23.99	25.14	26.40	27.72	29.12
Office Specialist	Monthly	4,873.42	5,115.86	5,373.45	5,640.51	5,922.73
	Bi-weekly	2,249.27	2,361.16	2,480.05	2,603.31	2,733.57
	Hourly	28.12	29.51	31.00	32.54	34.17
Parks/Facilities Maintenance Maintenance Worker I	Monthly	4,536.27	4,761.67	5,000.32	5,250.33	5,513.61
	Bi-weekly	2,093.66	2,197.69	2,307.84	2,423.23	2,544.74
	Hourly	26.17	27.47	28.85	30.29	31.81
Parks/Facilities Maintenance Maintenance Worker II	Monthly	4,988.95	5,237.08	5,500.35	5,773.10	6,062.89
	Bi-weekly	2,302.59	2,417.11	2,538.62	2,664.51	2,798.26
	Hourly	28.78	30.21	31.73	33.31	34.98
Payroll and Utility Billing Technician	Monthly	5,290.11	5,553.38	5,831.81	6,123.50	6,428.44
	Bi-weekly	2,441.59	2,563.10	2,691.61	2,826.23	2,966.97
	Hourly	30.52	32.04	33.65	35.33	37.09
Public Works Inspector	Monthly	7,443.66	7,816.79	8,206.96	8,616.08	9,047.93
	Bi-weekly	3,435.53	3,607.75	3,787.83	3,976.65	4,175.97
	Hourly	42.94	45.10	47.35	49.71	52.20
Public Works Lead Maintenance Worker	Monthly	5,987.12	6,286.39	6,598.91	6,930.37	7,275.08
	Bi-weekly	2,763.29	2,901.41	3,045.65	3,198.63	3,357.73
	Hourly	34.54	36.27	38.07	39.98	41.97
Public Works Maintenance Worker I	Monthly	4,536.27	4,761.67	5,000.32	5,250.33	5,513.61
	Bi-weekly	2,093.66	2,197.69	2,307.84	2,423.23	2,544.74
	Hourly	26.17	27.47	28.85	30.29	31.81
Public Works Maintenance Worker II	Monthly	4,988.95	5,237.08	5,500.35	5,773.10	6,062.89
	Bi-weekly	2,302.59	2,417.11	2,538.62	2,664.51	2,798.26
	Hourly	28.78	30.21	31.73	33.31	34.98
Receptionist	Monthly	4,151.78	4,358.23	4,576.05	4,805.23	5,047.67
	Bi-weekly	1,916.21	2,011.49	2,112.02	2,217.80	2,329.69
	Hourly	23.95	25.14	26.40	27.72	29.12
Recreation Program Coordinator	Monthly	4,331.72	4,549.53	4,776.82	5,015.47	5,265.49
	Bi-weekly	1,999.25	2,099.78	2,204.69	2,314.83	2,430.22
	Hourly	24.99	26.25	27.56	28.94	30.38

Effective Date: 07/09/2018

3.0% Increase

CITY OF BRISBANE
General Employees Unit

Exhibit A

<u>Job Title</u>		<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Senior Accounting Assistant	Monthly	4,886.68	5,132.90	5,388.60	5,659.45	5,939.77
	Bi-weekly	2,255.39	2,369.03	2,487.05	2,612.05	2,741.43
	Hourly	28.19	29.61	31.09	32.65	34.27

RESOLUTION 2018-50

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF BRISBANE REGARDING THE
PAY SCALE FOR THE HOURLY EMPLOYEES**

WHEREAS, the City Manager has recommended the following salary adjustments to the pay plan for hourly employees:

- 1) Effective the first full pay period after July 1, 2018, all position on the Hourly Employees pay scale will be adjusted by 3.0%, with the exception of Cashier, Habitat Restoration Aide, Habitat Restoration Lead Worker, Intern and Special Assistant, and
- 2) Effective the first full pay period after July 1, 2018, the positions of Cashier, Habitat Restoration Aide, Recreation Leader Aide, and Special Assistant will have the following pay scale to meet the upcoming January 2019 minimum wage increase:

Job Title		Step A	Step B	Step C	Step D	Step E
Cashier	Hourly	\$ 12.00	\$ 12.60	\$ 13.23	\$ 13.89	\$ 14.59
Habitat Restoration Aide	Hourly	\$ 12.00				
Recreation Leader Aide	Hourly	\$ 12.00	\$ 12.60	\$ 13.23	\$ 13.89	\$ 14.59
Special Assistant	Hourly	Minimum	\$ 12.00		Maximum	\$ 75.00

- 3) The terms of this Resolution shall be subject to review and modification if the State of California or the Federal government through executive or legislative action substantially affects the ability of the City to provide funding for City Council adopted services. This review and modification may also be exercised in the event there is a recession (as declared by the National Bureau of Economic Research);

WHEREAS, the City Council wishes to adopt a new pay plan for such employees effective with the first full pay period after July 1, 2018;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brisbane that the the pay plan for hourly employment be adopted as set forth in Exhibit A and is incorporated by reference as though fully set forth herein.

W. CLARKE CONWAY
Mayor

I hereby certify that the foregoing Resolution No. 2018-50 was duly and regularly adopted at a regular meeting of the Brisbane City Council on June 21, 2018, by the following vote:

AYES:
NOES:
ABSENT:

INGRID PADILLA
City Clerk

<u>Job Title</u>		<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Archive Assistant	Hourly	31.22	32.78	34.42	36.14	37.95
Cashier	Hourly	12.00	12.60	13.23	13.89	14.59
Crossing Guard	Hourly	12.05	12.65	13.30	13.95	14.65
Facilities Attendant	Hourly	15.39	16.15	16.96	17.81	18.70
Habitat Restoration Aide	Hourly	12.00				
Habitat Restoration Lead Worker	Hourly	15.00				
Head Lifeguard	Hourly	18.45	19.37	20.34	21.36	22.42
Intern	Hourly	Minimum	15.00		Maximum	20.00
Lifeguard	Hourly	14.00	14.70	15.43	16.21	17.00
Management Analyst (PT)	Hourly	34.52	36.26	38.06	39.96	41.96
Marina Maintenance Worker I (PT)	Hourly	26.68	28.02	29.42	30.90	32.44
Marina Maintenance Worker II (PT)	Hourly	29.34	30.84	32.34	33.95	35.68
Office Assistant	Hourly	24.42	25.64	26.91	28.28	29.69
Office Specialist	Hourly	28.68	30.10	31.61	33.20	34.86
Parks/Facilities Maintenance Worker I (PT)	Hourly	26.68	28.02	29.42	30.90	32.44
Public Service Aide	Hourly	13.37	14.05	14.74	15.47	16.25
Pre-School Teacher	Hourly	15.47	16.26	17.07	17.93	18.83
Public Works Maintenance Worker I (PT)	Hourly	26.68	28.02	29.42	30.90	32.44
Receptionist	Hourly	24.42	25.64	26.91	28.28	29.69
Recreation Leader	Hourly	15.45	16.22	17.04	17.88	18.78
Recreation Leader Aide	Hourly	12.00	12.60	13.23	13.89	14.59
Reserve Police Officer	Hourly	28.39	29.81	31.30	32.86	34.51
Senior Recreation Leader	Hourly	19.83	20.82	21.86	22.95	24.10
Special Assistant	Hourly	Minimum	12.00		Maximum	75.00
Swim Instructor	Hourly	15.27	16.03	16.84	17.68	18.57
Teen Coordinator	Hourly	15.80	16.58	17.42	18.29	19.19
Van Driver	Hourly	14.36	15.09	15.84	16.64	17.47

RESOLUTION 2018-51

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF BRISBANE CONCERNING WAGES FOR
THE MID-MANAGEMENT/PROFESSIONAL EMPLOYEES GROUP**

WHEREAS, on September 1, 2016, the City Council approved Resolution 2016-32 concerning the Memorandum of Understanding between the City of Brisbane and the Mid-Management/Professional Employees Group; and

WHEREAS, the current Memorandum of Understanding between the City of Brisbane and the Mid-Management/Professional Employees Group provides for wage increase of 3.0% effective the first full payroll period after July 1, 2018, and

WHEREAS, the City Council wishes to adopt a new pay schedule for the Mid-Management/Professional Employees Group that reflects this wage increase;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brisbane that the pay schedule for the Mid-Management/Professional Employees Group is approved as set forth in Exhibit A and is incorporated by reference as though fully set forth herein.

W. CLARKE CONWAY
Mayor

I hereby certify that the foregoing Resolution No. 2018-51 was duly and regularly adopted at a regular meeting of the Brisbane City Council on June 21, 2018, by the following vote:

AYES:
NOES;
ABSENT:

INGRID PADILLA
City Clerk

Effective Date: 07/9/2018

CITY OF BRISBANE

Exhibit A

3.0% Increase

Mid-Management/Professional

<u>Job Title</u>		<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Associate Civil Engineer	Monthly	7,682.31	8,064.91	8,468.34	8,892.61	9,337.72
	Bi-weekly	3,545.68	3,722.27	3,908.47	4,104.28	4,309.72
	Hourly	44.32	46.53	48.86	51.30	53.87
Deputy Director of Public Works	Monthly	11,337.84	11,904.17	12,500.80	13,125.84	13,781.18
	Bi-weekly	5,232.85	5,494.23	5,769.60	6,058.08	6,360.55
	Hourly	65.41	68.68	72.12	75.73	79.51
Deputy Finance Director	Monthly	9,642.66	10,123.75	10,629.47	11,161.70	11,720.44
	Bi-weekly	4,450.46	4,672.50	4,905.91	5,151.55	5,409.44
	Hourly	55.63	58.41	61.32	64.39	67.62
Financial Services Manager	Monthly	8,765.71	9,203.24	9,663.49	10,148.37	10,655.98
	Bi-weekly	4,045.71	4,247.65	4,460.07	4,683.87	4,918.15
	Hourly	50.57	53.10	55.75	58.55	61.48
Harbormaster	Monthly	7,068.63	7,420.93	7,792.16	8,182.34	8,591.46
	Bi-weekly	3,262.45	3,425.04	3,596.38	3,776.46	3,965.29
	Hourly	40.78	42.81	44.95	47.21	49.57
Information Technology & Systems Administrator	Monthly	7,727.77	8,114.15	8,519.48	8,945.65	9,394.54
	Bi-weekly	3,566.66	3,744.99	3,932.07	4,128.76	4,335.94
	Hourly	44.58	46.81	49.15	51.61	54.20
Principal Planner	Monthly	9,551.75	10,029.05	10,530.97	11,057.52	11,610.59
	Bi-weekly	4,408.50	4,628.79	4,860.45	5,103.47	5,358.73
	Hourly	55.11	57.86	60.76	63.79	66.98
Program Manager - San Mateo Countywide Water Pollution Prevention Program	Monthly	9,447.57	9,921.09	10,417.33	10,938.20	11,485.58
	Bi-weekly	4,360.42	4,578.96	4,808.00	5,048.40	5,301.04
	Hourly	54.51	57.24	60.10	63.10	66.26
Public Works Superintendent	Monthly	9,402.11	9,871.84	10,366.19	10,885.16	11,428.76
	Bi-Weekly	4,339.44	4,556.23	4,784.40	5,023.92	5,274.81
	Hourly	54.24	56.95	59.80	62.80	65.94
Public Works Supervisor	Monthly	7,186.06	7,545.94	7,922.85	8,318.71	8,735.41
	Bi-Weekly	3,316.64	3,482.74	3,656.70	3,839.41	4,031.73
	Hourly	41.46	43.53	45.71	47.99	50.40
Public Works Team Leader	Monthly	6,519.35	6,862.18	7,223.95	7,604.65	8,004.30
	Bi-Weekly	3,008.93	3,167.16	3,334.13	3,509.84	3,694.29
	Hourly	37.61	39.59	41.68	43.87	46.18

Effective Date: 07/9/2018

3.0% Increase

CITY OF BRISBANE
Mid-Management/Professional

Exhibit A

<u>Job Title</u>		<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Recreation Manager	Monthly	8,843.37	9,284.68	9,748.73	10,237.39	10,748.79
	Bi-weekly	4,081.55	4,285.24	4,499.41	4,724.95	4,960.98
	Hourly	51.02	53.57	56.24	59.06	62.01
Recreation Supervisor	Monthly	6,532.61	6,862.18	7,203.11	7,562.98	7,941.79
	Bi-weekly	3,015.05	3,167.16	3,324.51	3,490.61	3,665.44
	Hourly	37.69	39.59	41.56	43.63	45.82
Regional Compliance Program Manager (Maintenance Program Manager)	Monthly	7,498.58	7,892.55	8,307.35	8,744.88	9,205.13
	Bi-weekly	3,460.88	3,642.71	3,834.16	4,036.10	4,248.52
	Hourly	43.26	45.53	47.93	50.45	53.11
Senior Civil Engineer	Monthly	9,447.57	9,921.09	10,417.33	10,938.20	11,485.58
	Bi-weekly	4,360.42	4,578.96	4,808.00	5,048.40	5,301.04
	Hourly	54.51	57.24	60.10	63.10	66.26
Senior Management Analyst	Monthly	7,021.28	7,371.68	7,741.02	8,127.41	8,532.74
	Bi-weekly	3,240.59	3,402.31	3,572.78	3,751.11	3,938.19
	Hourly	40.51	42.53	44.66	46.89	49.23
Senior Planner	Monthly	8,078.17	8,481.60	8,905.87	9,352.87	9,818.81
	Bi-weekly	3,728.38	3,914.59	4,110.40	4,316.71	4,531.76
	Hourly	46.60	48.93	51.38	53.96	56.65

RESOLUTION 2018-52

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF BRISBANE CONCERNING WAGES FOR
THE POLICE CHIEF**

WHEREAS, on July 14, 2016, the City Council approved Resolution 2016-29 concerning the Memorandum of Understanding between the City of Brisbane and the Police Chief; and

WHEREAS, the current Memorandum of Understanding between the City of Brisbane and the Police Chief provides for wage increase of 3.0% effective the first full payroll period after July 1, 2018, and

WHEREAS, the City Council wishes to adopt a new pay schedule for the Police Chief that reflects this wage increase;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brisbane that the pay schedule for the Police Chief is approved as set forth in Exhibit A and is incorporated by reference as though fully set forth herein.

W. CLARKE CONWAY
Mayor

I hereby certify that the foregoing Resolution No. 2018-52 was duly and regularly adopted at a regular meeting of the Brisbane City Council on June 21, 2018, by the following vote:

AYES:
NOES;
ABSENT:

INGRID PADILLA
City Clerk

Effective Date: 07/9/2018
3.0% Increase

CITY OF BRISBANE
Police Chief

Exhibit A

<u>Job Title</u>		<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Police Chief	Monthly	14,597.52	15,326.73	16,091.93	16,898.80	17,741.66
	Bi-weekly	6,737.32	7,073.88	7,427.05	7,799.45	8,188.46
	Hourly	84.22	88.42	92.84	97.49	102.36

RESOLUTION 2018-53

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF BRISBANE CONCERNING WAGES FOR
THE BRISBANE POLICE OFFICERS ASSOCIATION**

WHEREAS, on July 14, 2016, the City Council approved Resolution 2016-24 concerning the Memorandum of Understanding between the City of Brisbane and the Brisbane Police Officers Association; and

WHEREAS, the current Memorandum of Understanding between the City of Brisbane and the Brisbane Police Officers Association provides for wage increase of 3.0% effective the first full payroll period after July 1, 2018; and

WHEREAS, the City Council wishes to adopt a new pay schedule for the Brisbane Police Officers Association that reflects this wage increase;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brisbane that the pay schedule for the Brisbane Police Officers Association is approved as set forth in Exhibit A and is incorporated by reference as though fully set forth herein.

W. CLARKE CONWAY
Mayor

I hereby certify that the foregoing Resolution No. 2018-53 was duly and regularly adopted at a regular meeting of the Brisbane City Council on June 21, 2018, by the following vote:

AYES:
NOES;
ABSENT:

INGRID PADILLA
City Clerk

Effective Date: 07/09/2018

3.00% Increase

CITY OF BRISBANE

Police Officers Association

Exhibit A

<u>Job Title</u>		<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Police Officer	Monthly	6,963.04	7,311.19	7,676.74	8,060.57	8,463.60
	Bi-weekly	3,213.71	3,374.40	3,543.11	3,720.26	3,906.28
	Hourly	38.26	40.17	42.18	44.29	46.50
Police Sergeant	Monthly	8,389.07	8,808.53	9,248.96	9,711.40	10,196.96
	Bi-weekly	3,871.88	4,065.48	4,268.75	4,482.18	4,706.29
	Hourly	46.09	48.40	50.82	53.36	56.03

Note: Hourly wages above are calculated based on 2,184 hours per year.

<u>Job Title</u>		<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Police Officer For Detective and School Resource Officer	Monthly	6,963.04	7,311.19	7,676.74	8,060.57	8,463.60
	Bi-weekly	3,213.71	3,374.40	3,543.11	3,720.26	3,906.28
	Hourly	40.17	42.18	44.29	46.50	48.83

Note: Hourly wages above are calculated based on 2,080 hours per year.

RESOLUTION 2018-54

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF BRISBANE
ADOPTING MASTER PAY SCHEDULES
FOR ALL EMPLOYEES**

WHEREAS, the City of Brisbane contracts with the California Public Employee' Retirement System (CalPERS) to provide retirement benefits for its employees; and

WHEREAS, pursuant to California Code of Regulations, Title 2, Section 570.5, CalPERS requires governing bodies of local agencies contracting with CalPERS to approve and adopt a publicly available pay schedule in accordance with public meeting laws; and

WHEREAS, the pay schedule must identify the position title for every employee position, the pay rate for each position title, and the applicable time base for the pay rate; and

WHEREAS, the City Council of the City Brisbane desires to approve and adopt a publicly available Master Pay Schedule, showing all established employee positions and pay rates, in accordance with the requirement of California Code of Regulations, Title 2, Section 570.5.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Brisbane that the Master Pay Schedule, is approved as set forth in Exhibit A and is incorporated by reference as though fully set forth herein.

W. CLARKE CONWAY
Mayor

I hereby certify that the foregoing Resolution No. 2018-54 was duly and regularly adopted at a regular meeting of the Brisbane City Council on June 21, 2018, by the following vote:

AYES:
NOES;
ABSENT:

INGRID PADILLA
City Clerk