

City of Brisbane

Staff Report

To: City Council via City Manager

From: Maria Saguisag-Sid
Principal Analyst

Subject: Approval of Resolution 2016-44 Concerning Wages for Hourly Employees to Meet New Minimum Wage Requirement

Date: Meeting of December 8, 2016

Purpose:

To meet the new minimum wage requirement effective January 1, 2017.

Recommendation:

Adopt Resolution No. 2016-44 to update the Hourly Pay Scale to ensure all classifications meet the minimum wage requirement.

Background and Discussion:

On April 4, 2016, Governor Jerry Brown approved Senate Bill No. 3, which created a schedule for future increases to the minimum wage rate. The next scheduled increase to the minimum wage is January 1, 2017, increasing from \$10.00 per hour to \$10.50 per hour. This upcoming change affects three classifications, the Habitat Restoration Aide, Recreation Leader Aide and Special Assistant, which includes starting rates currently below the \$10.50 per hour rate. Below are details regarding these positions.

- The Habitat Restoration Aide was a grant funded position created in 2008, designed to give high school students trainee experience in restoration activities in the Brisbane Acres.
- The Recreation Leader Aide is an entry-level position in the Parks and Recreation department, typically filled by high school students to assist with after school programs, summer camps and various city events.
- The Special Assistant is a classification generally used for retired annuitants working on temporary, limited duration projects.

With the new minimum wage requirement, these classifications' starting pay rates need to be \$10.50 per hour, effective January 1, 2017. In addition, our pay structure typically requires a 5% difference between steps. Because of this, staff is recommending to adjust Step A for the Recreation Leader Aide to the required \$10.50 per hour and adjust the second through fifth salary steps (Steps B through E) as appropriate to keep a 5% differential between steps. As the Habitat Restoration Aide

is a single step pay scale and the Special Assistant is a salary range instead of steps, there is no further adjustment other than the starting rate necessary.


Staff is recommending approval of the attached resolution to bring these classification pay scales up to the required minimum wage.

Fiscal Impact:

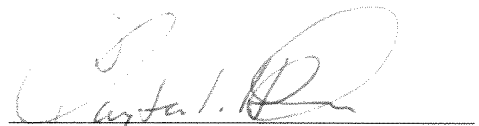
As there are no employees at the minimum of these positions, there is no fiscal impact with this adjustment.

Attachments:

Resolution 2016-44



Maria Saguisag-Sid
Principal Analyst



Clayton Holstine
City Manager

RESOLUTION 2016-44

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF BRISBANE CONCERNING
WAGES FOR THE HOURLY EMPLOYEES
EFFECTIVE JANUARY 1, 2017**

WHEREAS, on July 14, 2016, the City Council approved Resolution 2016-30 adopting the current pay scale for the Hourly Employees; and

WHEREAS, Senate Bill No. 3 states that the minimum wage in California is to be adjusted to ten dollars and fifty cents (\$10.50) per hour, effective January 1, 2017; and

WHEREAS, the pay scales for the classifications of Habitat Restoration Aide, Recreation Leader Aide and Special Assistant, as noted below, are currently below this new minimum wage requirement:

Habitat Restoration Aide	<u>Step A</u>				
	10.00				
Recreation Leader Aide	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
	10.30	10.82	11.36	11.92	12.52
Special Assistant	Minimum: 10.00		Maximum: 75.00		

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brisbane that the Hourly Employees Pay Scale, Exhibit A, be amended to include the updated pay scale for the classification of Habitat Restoration Aide, Recreation Leader Aide and Special Assistant, effective January 1, 2017, as follows:

Habitat Restoration Aide	<u>Step A</u>				
	10.50				
Recreation Leader Aide	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
	10.50	11.03	11.58	12.16	12.77
Special Assistant	Minimum: 10.50		Maximum: 75.00		

CLIFFORD LENTZ
Mayor

I hereby certify that the foregoing Resolution No. 2016-44 was duly and regularly adopted at a regular meeting of the Brisbane City Council on December 8, 2016, by the following vote:

AYES:
NOES:
ABSENT:

INGRID PADILLA
Interim City Clerk

Effective Date: 01/01/2017

Minimum Wage Increase

CITY OF BRISBANE

Hourly Employees

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>
Archive Assistant	Hourly	29.43	30.90	32.45	34.06	35.77
Cashier	Hourly	10.96	11.51	12.09	12.69	13.33
Crossing Guard	Hourly	11.36	11.93	12.54	13.15	13.81
Facilities Attendant	Hourly	14.50	15.22	15.99	16.79	17.62
Habitat Restoration Aide	Hourly	10.50				
Habitat Restoration Lead Worker	Hourly	15.00				
Head Lifeguard	Hourly	17.39	18.26	19.17	20.14	21.14
Intern	Hourly	15.00				
Lifeguard	Hourly	13.19	13.85	14.54	15.27	16.03
Management Analyst (PT)	Hourly	32.54	34.18	35.87	37.67	39.55
Marina Maintenance Worker I (PT)	Hourly	25.15	26.41	27.73	29.13	30.58
Marina Maintenance Worker II (PT)	Hourly	27.66	29.07	30.49	32.00	33.63
Office Assistant	Hourly	23.02	24.16	25.37	26.66	27.99
Office Specialist	Hourly	27.04	28.38	29.80	31.29	32.86
Parks/Facilities Maintenance Worker I (PT)	Hourly	25.15	26.41	27.73	29.13	30.58
Public Service Aide	Hourly	12.98	13.64	14.31	15.02	15.78
Pre-School Teacher	Hourly	14.58	15.33	16.09	16.90	17.75
Public Works Maintenance Worker I (PT)	Hourly	25.15	26.41	27.73	29.13	30.58
Receptionist	Hourly	23.02	24.16	25.37	26.66	27.99
Recreation Leader	Hourly	11.40	11.97	12.58	13.21	13.86
Recreation Leader Aide	Hourly	10.50	11.03	11.58	12.16	12.77
Reserve Police Officer	Hourly	26.76	28.10	29.50	30.97	32.53
Senior Recreation Leader	Hourly	14.62	15.36	16.12	16.93	17.78
Special Assistant	Hourly	Minimum	10.50		Maximum	75.00
Swim Instructor	Hourly	14.39	15.11	15.87	16.67	17.50
Teen Coordinator	Hourly	15.34	16.10	16.91	17.76	18.63
Van Driver	Hourly	13.53	14.22	14.94	15.69	16.47