

# *City of Brisbane*

## *Agenda Report*

To: City Council via City Manager

From: Stuart Schillinger, Administrative Services Director

Subject: Adopt Resolutions 2017-44 and 2017-45 to increase the hourly pay rate for the Recreation Leader and Senior Recreation Leader Positions

Date: September 7, 2017

### **Purpose:**

Ensure the Parks and Recreation Brisbane Elementary School Afterschool Program is fully staffed with well qualified employees to ensure the safety of the participants.

### **Recommendation:**

City Council adopt Resolutions 2017-44 A Resolution of the City Council of the City of Brisbane Regarding the Pay Scale for the Hourly Employees and 2017-45 A Resolution of the City Council of the City of Brisbane Updating the Master Pay Schedules For All Employees which increase the starting salary of Recreation Leader from \$11.74 an hour to \$15.00 an hour and Senior Recreation Leader from \$15.05 an hour to \$19.25 an hour.

### **Background:**

In the past the City has run its After School Program with 1 Senior Recreation Leader and 6 Recreation Leaders. This has given up approximately a 1 to 9 ratio of staff to children. This year due to turnover we have only 1 Senior Recreation Leader and 2 Recreation Leaders available for the program. We currently have 65 children signed up for the program. We are filling the missing positions by using our preschool staff and having our Recreation Supervisor in charge of all youth programs participate in the program. This is not a long-term solution to our staffing shortage. The City has our Recreation Leader position open for three weeks and have had no one apply to it. The Human Resources staff has posted on the City's Facebook, Twitter and Instagram accounts, contacted City College, San Francisco State, San Jose State University, University of California Berkeley, Stanford, Mills College and University of San Francisco. Human resources also targeted those programs which focus on childhood development and recreation services. We are also in contact with San Mateo Community Colleges (College of San Mateo and Skyline to post the job on their job boards as well).

Staff reviewed nearby cities for what they pay for similar positions. This is what we have found.

Brisbane has a Recreation Leader and Senior Recreation Leader position. We start these positions at \$11.74 an hour and \$15.05 an hour.

San Mateo has three positions; Recreation Specialist I, II, and III. The starting range for these positions start at \$12.90, \$15.18, and \$18.83 respectively.

San Francisco starts their Recreation Leader position at \$16.00.

South San Francisco has three Recreation Leader positions I, II, III, IV which start at \$10.50, \$11.74, \$13.72, and \$17.85 an hour (II and III currently open).

Millbrae has the following recreation positions; Recreation Leader I, II, III, and Recreation Specialist I, II start at \$11.03, \$11.58, \$11.97, \$13.07, and \$19.04 respectively. Hiring a Recreation III and a Recreation Specialist I.

### **Discussion:**

We seem to be line with our starting salaries for South San Francisco and Millbrae, but lower than San Mateo and San Francisco. One challenge our City faces is the majority of recreation employees have come from within Brisbane. This past summer we had a number of Recreation Leaders who have found better paying positions, had schedule conflicts or decided to no longer work for us due to other issues.

The lack of applicants over the last three weeks may be an indicator of college age students in Brisbane have conflicting schedules, they are able to find jobs that pay more, find jobs which do not require as many days a week (we operate 5 days a week and cover 180 school days plus when the school is not in session we provide a winter and spring camp, as well as a summer camp). Our program only has 4 holidays plus some in-service school days. We also face the challenge of having a lack of public transit into our City. Therefore, we can only realistically attract people who have their own mode of transportation into our City. In addition to these factors unemployment is down to 3.2% in San Mateo County.

This creates a basic supply and demand imbalance, which means the City needs to find a way to be more competitive in this job market.. After reviewing our pay scale compared to San Francisco and San Mateo (a pool with a large number of potential applicants) staff thinks raising the starting salary to \$15 an hour for the Recreation Leader should increase the number of applicants. If we increase the Recreation Leader position to start at \$15.00 an hour we need to also increase the Senior Recreation Leader in order to fully recognize the additional work load and responsibilities this position has.

### **Fiscal Impact:**

The proposed salary increase will increase the After School Program costs by about \$14,000 a year. However, the City has other Recreation Leaders and Senior Recreation Leaders. Last fiscal year we had 5,223 hours of Recreation Leader time and 4,031 hours of Senior Recreation Leader time. This includes our Kinder-Care, Preschool, Winter Camp, Spring Camp, Summer Camp, Senior Programs, and Special Events staffed by these positions. Therefore the cost to the City will be approximately \$40,000.

### **Measure of Success**

The City is able to hire and retain qualified employees for its After School Program.



Stuart Schillinger  
Administrative Services Director



Clay Holstine  
City Manager

## RESOLUTION 2017-44

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE REGARDING THE PAY SCHEDULE FOR THE HOURLY EMPLOYEES

**WHEREAS**, on May 18, 2017, the City Council approved Resolution 2017-19 adopting the current pay scale for the Hourly Employees; and

**WHEREAS**, the pay scale for the positions of Recreation Leader and Senior Recreation Leader are currently as follows:

Recreation Leader	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
	11.74	12.33	12.95	13.61	14.28
Senior Recreation Leader	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
	15.05	15.82	16.60	17.44	18.31

**WHEREAS**, the City Council wishes to increase the current salary schedule for Recreation Leader and Senior Recreation Leader, in an effort to improve recruitment for and retention of employees in these temporary, part-time, seasonal positions;

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Brisbane that the Hourly Pay Scale be amended to include the updated pay scale for the classification of Recreation Leader and Senior Recreation Leader, effective September 18, 2017, as follows:

Recreation Leader	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
	15.00	15.75	16.54	17.36	18.23
Senior Recreation Leader	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
	19.25	20.21	21.22	22.28	23.40

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LORI LIU  
Mayor

I hereby certify that the foregoing Resolution No. 2017-44 was duly and regularly adopted at a regular meeting of the Brisbane City Council on September 7, 2017, by the following vote:

AYES:  
NOES:  
ABSENT:

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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	30.31	31.83	33.42	35.08	36.85
Cashier	Hourly	11.29	11.85	12.45	13.07	13.73
Crossing Guard	Hourly	11.70	12.29	12.91	13.55	14.23
Facilities Attendant	Hourly	14.94	15.68	16.47	17.29	18.15
Habitat Restoration Aide	Hourly	10.50				
Habitat Restoration Lead Worker	Hourly	15.00				
Head Lifeguard	Hourly	17.91	18.81	19.74	20.74	21.77
Intern	Hourly	15.00				
Lifeguard	Hourly	13.59	14.27	14.98	15.73	16.51
Management Analyst (PT)	Hourly	33.51	35.20	36.95	38.80	40.74
Marina Maintenance Worker I (PT)	Hourly	25.91	27.20	28.56	30.00	31.50
Marina Maintenance Worker II (PT)	Hourly	28.49	29.94	31.40	32.96	34.64
Office Assistant	Hourly	23.71	24.89	26.13	27.46	28.82
Office Specialist	Hourly	27.85	29.23	30.69	32.23	33.84
Parks/Facilities Maintenance Worker I (PT)	Hourly	25.91	27.20	28.56	30.00	31.50
Public Service Aide	Hourly	13.37	14.05	14.74	15.47	16.25
Pre-School Teacher	Hourly	15.02	15.79	16.57	17.41	18.28
Public Works Maintenance Worker I (PT)	Hourly	25.91	27.20	28.56	30.00	31.50
Receptionist	Hourly	23.71	24.89	26.13	27.46	28.82
Recreation Leader	Hourly	15.00	15.75	16.54	17.36	18.23
Recreation Leader Aide	Hourly	10.82	11.14	11.70	12.28	12.90
Reserve Police Officer	Hourly	27.56	28.94	30.38	31.90	33.50
Senior Recreation Leader	Hourly	19.25	20.21	21.22	22.28	23.40
Special Assistant	Hourly	Minimum	10.50		Maximum	75.00
Swim Instructor	Hourly	14.82	15.56	16.35	17.17	18.02
Teen Coordinator	Hourly	15.80	16.58	17.42	18.29	19.19
Van Driver	Hourly	13.94	14.65	15.38	16.16	16.96

**RESOLUTION 2017-45**

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

**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 approved Resolution 2017-24 adopting the current 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; and

**WHEREAS**, the City Council approved Resolution 2017-44, adopting a new salary schedule for the Recreation Leader and Senior Recreation Leader classifications; and

**WHEREAS**, the City Council wishes to amend the Master Pay Schedule to update the new hourly wages;

**NOW, THEREFORE, BE IT RESOLVED** by 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.

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LORI LIU  
Mayor

I hereby certify that the foregoing Resolution No. 2017-45 was duly and regularly adopted at a regular meeting of the Brisbane City Council on September 7, 2017, by the following vote:

AYES:  
NOES:  
ABSENT:

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INGRID PADILLA  
City Clerk