



REPORT TO CITY COUNCIL

Approved by:

Wendy Silva
Wendy Silva, Director of Human Resources

Arnoldo Rodriguez
Arnoldo Rodriguez, City Manager

Council Meeting of: June 5, 2019

Agenda Number: B-6

SUBJECT:

Consideration of a Resolution Adopting Salary Ranges for Part Time Positions of the City of Madera Due to Ongoing Changes in the California Minimum Wage

RECOMMENDATION:

It is recommended the City Council (Council) approve the revised part time salary schedule, which reflects the ongoing changes in the California Minimum Wage.

SUMMARY:

Resolution 07-132 was adopted by the Council in May 2007 setting the rate of compensation for part time positions of the City of Madera based on Salary Schedule P. Schedule P is different than the full time salary schedule in two ways:

1. Each range consists of 5 steps, rather than 6 as found on the full time schedule; and
2. Steps within a range increase by 50 cent increments, rather than as a percent.

The resolution has been amended from time to time when new part time positions were added or changes were made to the California minimum wage.

DISCUSSION:

The last adjustment to the part time schedule was effective January 1, 2016, when the California minimum wage increased from \$9 per hour to \$10 per hour. Since that time, as the minimum wage has continued to increase, individuals have been adjusted within their assigned ranges to ensure minimum wage was earned, however minimum wage now represents the top step for these positions.

The current minimum wage is \$12 per hour. Effective January 1, 2020, it will increase to \$13 per hour. Staff has reviewed existing part time positions and their assignment to Schedule P. The following changes are being recommended:

- No assigned salary range will start below minimum wage. This means that A Step will be set to minimum wage for these positions.
- Historically, the City has paid minimum wage for Lifeguards while performing lifeguarding and a separate hourly rate equivalent to minimum wage + \$1 per hour while providing swim lessons. It is recommended that these two duties be combined, with time paid at minimum wage + 50 cents per hour.
- Part time staff has taken on the responsibility for pool maintenance and have completed training to become Certified Pool Operators (CPOs). The Facility Aide position is a minimum wage position. For Facility Aids working as CPOs, it is recommended that they be paid at minimum wage + 50 cents per hour.
- The part time job title of Parks Seasonal Part Time on the existing schedule is being updated to Park Aid to reflect current terminology.
- Part time referee positions are paid per game as opposed to per hour. As the minimum wage adjustment since the last schedule update equals \$2/hour, it is recommended that these duties also receive an increase of \$2/hour.
- The part time position of Code Enforcement Consultant is recommended to be adjusted by \$2/hour as well after consultation with the Police Department.
- There is no recommended adjustment to the part time Engineering positions because staff believes that the existing rates are still competitive.
- The part time position of Parks Special Projects Manager has been added. The position will be used as needed to assist in completion of capital projects.

The proposed part time salary schedule additionally includes the minimum wage update that will be effective January 1, 2020, for positions that start at minimum wage or are tied directly to minimum wage. Exhibit 1 of this report shows the proposed Part Time Salary Schedule being considered for adoption.

FINANCIAL IMPACT:

No employee is currently making less than minimum wage, so there will be no immediate impact upon adoption. Additionally, the proposed changes have been taken into account when calculating the 2019/20 budgeted part time salaries and benefits. Long-term part-time employees will be eligible for step increases of 50 cents per year with satisfactory job performance until they reach the top step of their assigned salary range. Step increases are not automatic and must be supported by a performance evaluation that warrants the step increase. The changes are proposed to be effective the next whole pay period in the City's payroll cycles, which begins June 8, 2019.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN:

The information contained herein is not addressed by the Vision Madera 2025 plan, nor is the information in conflict with that plan.

ALTERNATIVES:

If Council does not approve the proposed changes, the assigned salary ranges will remain as is. Should this occur, staff requests direction on next steps in addressing minimum wage changes.

ATTACHMENTS:

1. Exhibit 1: Proposed Part Time Salary Schedule
2. Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA
APPROVING COMPENSATION RANGES FOR PART TIME POSITIONS

NOW, THEREFORE, the City Council of the City of Madera hereby resolves, finds, and orders as follows:

1. Effective June 8, 2019, compensation ranges for part time positions of the City of Madera will be assigned ranges from Salary Schedule P as indicated in Exhibit 1.
2. Effective January 1, 2020, compensation ranges for part time positions of the City of Madera will be assigned ranges from Salary Schedule P as indicated in Exhibit 1.
3. This resolution shall supersede any and all prior resolutions setting compensation ranges for part time positions, which shall be of no further force and effect as of the effective date of this resolution.
4. This resolution is effective immediately upon adoption.

**City of Madera
Part Time Salary Schedule**

Exhibit 1

Effective 6/8/2019

Position	Range	Step A	Step B	Step C	Step D	Step E
Hourly Pay Rate						
Program Leader I	10	12.00	12.50	13.00	13.50	14.00
Parking Enforcement Officer	10	12.00	12.50	13.00	13.50	14.00
Custodian	10	12.00	12.50	13.00	13.50	14.00
Parks Seasonal Part Time	10	12.00	12.50	13.00	13.50	14.00
Facility Aide	10	12.00	12.50	13.00	13.50	14.00
Public Works Maintenance Aid	10	12.00	12.50	13.00	13.50	14.00
Lifeguard/Swim Instructor	11	12.50	13.00	13.50	14.00	14.50
Facility Aide, Certified Pool Operator	11	12.50	13.00	13.50	14.00	14.50
Head Lifeguard	13	13.50	14.00	14.50	15.00	15.50
Program Leader II	14	14.00	14.50	15.00	15.50	16.00
Pool Manager	14	14.00	14.50	15.00	15.50	16.00
Community Service Supervisor	16	15.00	15.50	16.00	16.50	17.00
Engineering Intern	16	15.00	15.50	16.00	16.50	17.00
Code Enforcement Consultant	26	20.00	20.50	21.00	21.50	22.00
Project Development Coordinator (Unlicensed)	56	35.00	35.50	36.00	36.50	37.00
Parks & Community Services Project Manager	66	40.00	40.50	41.00	41.50	42.00
Project Development Coordinator (Licensed)	71	42.50	43.00	43.50	44.00	44.50
Special Transportation Projects Director	88	51.00	51.50	52.00	52.50	53.00
Per Game Pay Rate						
Soccer Official	60	37.00	37.50	38.00	38.50	39.00
Softball Umpire (one official)	30	22.00	22.50	23.00	23.50	24.00
Softball Umpire (two officials)	20	17.00	17.50	18.00	18.50	19.00
Adult Basketball Referee	30	22.00	22.50	23.00	23.50	24.00
Youth Basketball Referee	20	17.00	17.50	18.00	18.50	19.00

Effective 1/1/2020

Position	Range	Step A	Step B	Step C	Step D	Step E
Hourly Pay Rate						
Program Leader I	11	12.50	13.00	13.50	14.00	14.50
Parking Enforcement Officer	11	12.50	13.00	13.50	14.00	14.50
Custodian	11	12.50	13.00	13.50	14.00	14.50
Parks Seasonal Part Time	11	12.50	13.00	13.50	14.00	14.50
Facility Aide	11	12.50	13.00	13.50	14.00	14.50
Public Works Maintenance Aid	11	12.50	13.00	13.50	14.00	14.50
Lifeguard/Swim Instructor	12	13.00	13.50	14.00	14.50	15.00
Facility Aide, Certified Pool Operator	12	13.00	13.50	14.00	14.50	15.00
Head Lifeguard	14	14.00	14.50	15.00	15.50	16.00
Program Leader II	15	14.50	15.00	15.50	16.00	16.50
Pool Manager	15	14.50	15.00	15.50	16.00	16.50
Community Service Supervisor	16	15.00	15.50	16.00	16.50	17.00
Engineering Intern	16	15.00	15.50	16.00	16.50	17.00
Code Enforcement Consultant	26	20.00	20.50	21.00	21.50	22.00
Project Development Coordinator (Unlicensed)	56	35.00	35.50	36.00	36.50	37.00
Parks & Community Services Project Manager	66	40.00	40.50	41.00	41.50	42.00
Project Development Coordinator (Licensed)	71	42.50	43.00	43.50	44.00	44.50
Special Transportation Projects Director	88	51.00	51.50	52.00	52.50	53.00
Per Game Pay Rate						
Soccer Official	60	37.00	37.50	38.00	38.50	39.00
Softball Umpire (one official)	30	22.00	22.50	23.00	23.50	24.00
Softball Umpire (two officials)	20	17.00	17.50	18.00	18.50	19.00
Adult Basketball Referee	30	22.00	22.50	23.00	23.50	24.00
Youth Basketball Referee	20	17.00	17.50	18.00	18.50	19.00