



STAFF REPORT

6/10/2025

AGENDA ITEM

**TO: HONORABLE MAYOR
AND MEMBERS OF THE CITY COUNCIL**

**FROM: CARLO TOMAINO
CITY MANAGER**

**BY: YVETTE AGUILAR
DEPUTY CITY MANAGER/PARKS, RECREATION AND LIBRARY SERVICES
DIRECTOR**

**PATRICIA AHUMADA
HUMAN RESOURCES MANAGER**

**SUBJECT: RESOLUTIONS ADOPTING A CITY-WIDE PAY SCHEDULE, MANAGEMENT
SALARY RANGES, PART-TIME SALARY SCHEDULE, AMENDMENTS TO THE
CITY'S CLASSIFICATION PLAN, AND SHEA SIDE LETTER**

Summary:

During the 2024 labor negotiations, the City approved Memoranda of Understanding (MOU) with the Signal Hill Employees' Association (SHEA) and the Signal Hill Police Officers' Association (SHPOA) for the period of July 1, 2024, through June 30, 2027. The SHEA MOU included cost-of-living adjustments of 2% in FY 2024-2025, 4% in FY 2025-2026, and 3% in FY 2026-2027, effective July 1 of each year. The SHPOA MOU included cost-of-living adjustments of 1% in FY 2024-2025, 4% in FY 2025-2026, and 3% in FY 2026-2027, effective July 1 of each year. The effective date of the City-Wide Pay Schedule, Management Resolution, and Part-Time Pay Schedule is July 1, 2025. The City-Wide Pay Schedule, Management Resolution, and Part-Time Pay Schedules must be approved and adopted by City Council in advance of the FY 2025-2026 cost-of-living adjustment taking place. During tonight's meeting, the City Council will consider approving and adopting a City-Wide Pay Schedule and Management Salary Resolution as required by the California Public Employees' Retirement System (CalPERS). The City Council will also consider approving a Resolution to amend salary ranges for hourly part-time employees.

Lastly, the City Council will consider recommended changes to the City's Classification and Compensation Plan (Plan) by amending the job specifications for the following positions: Senior Building Inspector, Senior Public Works Inspector, Community Services Manager, and Public Works Director, as well as job titles for Senior Water Maintenance Worker and Water Maintenance Worker. If approved by the City Council, staff would incorporate the class plan amendments for positions represented by SHEA into the SHEA MOU by Side Letter Agreement. Staff recommends the updates

to the Plan to better position the City to continue meeting its overarching strategic plan goals, enhance public safety and public service delivery, attract and retain talented candidates in these essential positions, and update cleanup language in accordance with prior City Council direction. Except for the approved MOU cost-of-living increases, the proposed changes would not change compensation associated with these positions.

Strategic Plan Goal(s):

Goal No. 1 Financial Stability: Ensure the City's long-term financial stability and resilience.

Goal No. 5 High-Functioning Government: Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendations:

1. Adopt a Resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, APPROVING AND ADOPTING A CITY-WIDE PAY SCHEDULE AS REQUIRED BY THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS), AND REPEALING ALL PRIOR RESOLUTIONS.

2. Adopt a Resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, APPROVING AND ADOPTING REVISED SALARY RANGES AND BENEFITS FOR MANAGEMENT PERSONNEL, AND REPEALING ALL PRIOR RESOLUTIONS.

3. Adopt a Resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, APPROVING AND ADOPTING SALARY RANGES FOR HOURLY, PART-TIME EMPLOYEES, AND REPEALING ALL PRIOR RESOLUTIONS.

4. Adopt a Resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, AMENDING THE CLASSIFICATION AND COMPENSATION PLAN TO INCLUDE REVISIONS TO THE CLASS SPECIFICATIONS FOR COMMUNITY SERVICES MANAGER, PUBLIC WORKS DIRECTOR, SENIOR BUILDING INSPECTOR, SENIOR PUBLIC WORKS INSPECTOR, SENIOR WATER MAINTENANCE WORKER, WATER MAINTENANCE WORKER.

5. Adopt a Resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, APPROVING AND ADOPTING A SIDE LETTER OF AGREEMENT BETWEEN THE CITY OF SIGNAL HILL AND THE SIGNAL HILL EMPLOYEES' ASSOCIATION.

Fiscal Impact:

The proposed FY 2025-26 (Year 2) Budget, presented to the City Council on May 13, 2025, incorporated estimated salary schedule increases. Consistent with the MOU between the City, SHEA, and SHPOA, staff included the agreed upon 4% Cost of Living Adjustment of approximately \$488,000. Additionally, the Year 2 Budget included an estimated \$116,901 to update salary ranges for part-time positions that do not have a full-time equivalent.

Background:

Over the past several months and, in conjunction with the development of the FY 2025-26 Operating Budget, the City Manager consulted with Department Heads regarding recommendations pertaining to staffing levels and changes to certain class specifications with the goal of ensuring these continue meeting the City's evolving needs. For FY 2025-2026, staff focused on necessary classification updates to the Community Development Department and Public Works Department. The proposed updates will enhance recruitment and retention efforts in critical areas of public service delivery, as they more accurately align with the current operational needs of each department and reflect more accurate job duties associated with each of the positions.

To ensure staff compensation reflects agreed-upon terms resulting from the prior labor negotiations and the City Council approved MOUs, staff updated the City's pay schedules. The effective date of the City-Wide Pay Schedule, Management Resolution, and Part-Time Salary Schedule is July 1, 2025. The Management Resolution and City-Wide Pay Schedules must be approved and adopted by the City Council in advance of the cost-of-living adjustment. The updated salary schedule will be in effect for the pay period starting Saturday, June 28, which includes the July 1 effective date.

Analysis:

Salary Adjustments

The proposed updates to the Management Resolution, and the Resolutions adopting the City-Wide and Part-Time Pay Schedules incorporate the approved cost-of-living adjustments effective July 1, 2025, and comply with the Signal Hill Municipal Code and CalPERS regulations. Consistent with past practice, staff adjusted part-time positions consistent with the increase to full-time positions under the SHEA MOU. Historically, the City has adjusted part-time positions (e.g. Library Aide, Recreation Leader, etc.) without an equivalent full-time position, based on State minimum wage requirements. For FY 2025-26, staff adjusted salary ranges for part-time positions with no full-time equivalent to remain competitive and account for increasing State minimum wage requirements, applying an increase that aligns with standard cost-of-living increases.

Compensation adjustments for Department Heads and Managers must be documented in the Management Resolution governed by the Signal Hill Municipal Code. Furthermore, CalPERS requires that in order to determine the amount of compensation earnable pursuant to Government Code Sections 20630, 20636, and 20636.1, pay rates shall be limited to the amount listed on a pay schedule that has been duly approved and adopted by the employer's governing body in accordance with the requirements of applicable public meeting laws.

Class Specification Amendments

The City previously engaged a consultant to conduct a comprehensive salary survey of comparable cities to assess the competitiveness of its compensation structure and job classifications. The results of the study indicated that certain job titles and job descriptions within the City's Plan should be further evaluated as needed to better align with evolving industry standards. The proposed classification specification amendments are intended to follow through on this recommendation with the goal of ensuring that certain key positions are not only competitive within the regional employment market but also reflect the City's expected level of professionalism and responsibility associated with these positions.

After further assessment with industry professionals, including management, staff determined that the title of Water Utility Worker was more prevalent in comparable agencies with a similar water system to Signal Hill than Water Maintenance Worker. After further discussing the job specifications with management, staff determined the Water Utility Worker title job specifications better describes the duties of the Water Maintenance Worker. The proposed title change for this position more accurately depicts the function of the position and is intended to improve recruitment and retention in the Water Division, without amending the existing job duties or compensation associated with the position.

Staff recommends updating the Senior Building Inspector specification to include the essential function of Oil Services Coordinator. This position is currently responsible for oversight of the oil field and compliance with the City's Oil and Gas Code. The Senior Building Inspector also coordinates oil field related activities with other City departments and oil operators. The job specification includes recommended updates to remove outdated language and specify this essential function to ensure the City's recruitment efforts accurately capture the duties of the position.

Staff reviewed the position of Senior Public Works Inspector and modified it to reflect current standards and requirements, and duties associated with this position.

The proposed changes to the Community Services Manager position include a title update to align with the title of the department from Community Services to Parks, Recreation and Library Services and cleanup language to reflect the updated department name in the job specification.

Lastly, the City Council previously assigned additional civil engineering duties to the Public Works Director position. The proposed change to the Classification and Compensation Plan updates the job title and description of this position to align with the current job duties. The City previously incorporated the fiscal impact of this change as part of the Citywide adopted salary schedule; the recommended change is for cleanup purposes only.

These changes will ensure that the job descriptions accurately capture the scope of work performed and provide clarity for both current employees and potential candidates during the recruitment process. Staff recommends the proposed updates to the job specifications to better position the City to continue meeting its overarching strategic plan goals, enhance public safety and public service delivery, attract and retain talented candidates in these essential positions, and update cleanup language in accordance with prior City Council direction.

Title Changes

<u>Current Title</u>	<u>New Title</u>
Community Services Manager	Parks, Recreation & Library Services Manager
Public Works Director	Public Works Director / City Engineer
Senior Water Maintenance Worker	Senior Water Utilities Worker
Water Maintenance Worker I	Water Utilities Worker I
Water Maintenance Worker II	Water Utilities Worker II

The proposed specifications for each of the positions are attached as exhibits to the Resolution for City Council review and approval into the City's Classification and Compensation Plan with the following changes.

- a. Amend class specification for Community Services Manager - update class specification and title change to Parks, Recreation and Library Services Manager.
- b. Amend class specification for Public Works Director - title change only to Public Works Director/City Engineer.
- c. Amend class specification for Senior Building Inspector - update class specification to reflect current standards and requirements.
- d. Amend class specification for Senior Public Works Inspector - update class specification to reflect current standards and requirements.
- e. Amend class specification for Senior Water Maintenance Worker - title change only to Senior Water Utilities Worker.
- f. Amend class specification for Water Maintenance Worker - title change only to Water Utilities Worker.

Staff recommends the City Council approve the Resolutions adopting the City-Wide Pay Schedule, Part-Time Pay Schedule, Management Resolution, amendments to the City's classification and compensation plan, and Side Letter Agreement with SHEA. Upon City Council approval, staff would implement the changes effective for the first pay period that includes July 1, 2025.

Reviewed for Fiscal Impact:

Siamlu Cox

Attachments:

- A. Resolution Approving City-Wide Pay Schedule
- B. Exhibit A - City-Wide Pay Schedule
- C. Resolution Approving Management Salary Ranges
- D. Resolution Approving Part-Time Salary Ranges

- E. Exhibit A - Part-Time Pay Schedule
- F. Resolution Amending the Classification and Compensation Plan
- G. Exhibit A - Parks, Recreation & Library Services Manager Job Specification
- H. Exhibit B - Public Works Director/City Engineer Job Specification
- I. Exhibit C - Senior Building Inspector Job Specification
- J. Exhibit D - Senior Public Works Inspector Job Specification
- K. Exhibit E - Senior Water Utilities Worker Job Specification
- L. Exhibit F - Water Utilities Worker I/II Job Specification
- M. Resolution Approving SHEA Side Letter Agreement
- N. Exhibit A - SHEA Side Letter Agreement