



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: AUGUST 25, 2026

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: SALARY ADJUSTMENTS AND/OR TITLE CHANGES TO THE DEPUTY CITY CLERK, CITY CLERK, UTILITIES FIELD SERVICES REPRESENTATIVE, ADMINISTRATIVE INTERN, TECHNICAL INTERN, ASSOCIATE CURATOR OF COLLECTIONS AND UTILITIES SENIOR FIELD SERVICES REPRESENTATIVE CLASSIFICATIONS; DELETION OF THE UTILITY METER READER CLASSIFICATION AND REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN INCLUDING MISCELLANEOUS CLEAN-UP TO SECTION 15

ISSUE:

Approve revisions to the Master Fringe Benefits and Salary Plan (FBSP) to reflect salary adjustments and/or title changes to Deputy City Clerk, City Clerk, Utilities Field Services Representative, Administrative Intern, Technical Intern, Associate Curator of Collections and Utilities Senior Field Services Representative classifications; deletion of the Utilities Meter Reader classification; and miscellaneous language clean-up to Section 15.

RECOMMENDATION:

That the City Council:

1. Approve salary adjustments and/or title changes to the Deputy City Clerk, City Clerk, Utilities Field Services Representative, Administrative Intern, Technical Intern, Associate Curator of Collections and Utilities Senior Field Services Representative classifications;
2. Approve the deletion of the Utilities Meter Reader classification;
3. Approve miscellaneous language clean-up of Section 15 of the FBSP to update auto allowance amount for City Attorney classification as reflected in the employment agreement; and
4. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect salary adjustments and/or title changes to the Deputy City Clerk, City Clerk, Utilities Field Services Representative, Administrative Intern, Technical Intern, Associate Curator of Collections and Utilities Senior Field Services Representative classifications; deletion of the Utilities Meter Reader classification; and miscellaneous language clean-up items.

DISCUSSION:

Deputy City Clerk

The City Clerk's Office requested a review of the minimum salary of the salary range for the Deputy City Clerk classification. After analyzing internal data across the classification series, Human Resources recommends adjusting the minimum of the range from \$4,656 to \$6,122 per month. This adjustment will

strengthen recruitment efforts and support promotional pathways for both new and existing employees by ensuring clear progression within the series. No current incumbents will be impacted by this change, therefore there is no fiscal impact related to this recommendation. The proposed salary range is illustrated below:

Job Code	Classification Title	Current Monthly Salary Range	Proposed Monthly Salary Range
0117	Deputy City Clerk (BU 25 – Confidential)	\$4,889 - \$8,571	\$6,122 - \$8,571

City Clerk

The Human Resources recommends adjusting the salary structure for the City Clerk classification to align with the current structure used for other Charter Officer classifications. Currently, both the City Manager and City Attorney classifications utilize a single-step salary range. To ensure consistency across charter offices, Human Resources recommends revising the City Clerk salary range to a single step at the current maximum. There is no fiscal impact related to this recommendation as the incumbent is already at the maximum of the range and will not be impacted by this adjustment. The proposed salary range is illustrated below:

Job Code	Classification Title	Current Monthly Salary Range	Proposed Monthly Salary
9720	City Clerk (BU 01 - Executive)	\$17,114 - \$23,146	\$23,146

Utilities Field Services Representative, Utilities Meter Reader and Utilities Senior Field Services Representative

The Public Utilities Department is transitioning to automated meter reading for electric service and has eliminated the need for a position dedicated solely to meter-reading duties, rendering the Utilities Meter Reader classification obsolete. There are currently four incumbents in the Utilities Meter Reader classification, and in an effort to retain those existing employees, the proposal is to transfer them into the Utilities Field Services Representative classification. The Union and the City met and conferred and came to an agreement to facilitate this transition without any loss of salary for the employees, which includes revisions to the Utilities Field Services Representative salary range and job description. The recommendation is to mirror the Utilities Field Services Representative salary range with the current Utilities Meter Reader range. Human Resources also recommends adding a step to the bottom of the Utilities Field Services Representative salary range to mirror the existing seven-step structure of the Utilities Meter Reader classification, changes to the salary range result in a 2% salary range adjustment. The proposed step range is illustrated below:

Current Salary Utilities Field Services Representative Salary Range			Proposed Salary Utilities Field Services Representative Salary Range		
Step	0670 -Tier 1	0671 -Tier 2/3	Step	0670 -Tier 1	0671 -Tier 2/3
1	\$4,346	\$4,257	1	\$4,434	\$4,344
2	\$4,562	\$4,470	2	\$4,656	\$4,561
3	\$4,790	\$4,692	3	\$4,889	\$4,789
4	\$5,032	\$4,929	4	\$5,134	\$5,030
5	\$5,282	\$5,174	5	\$5,390	\$5,279
6	\$5,546	\$5,433	6	\$5,659	\$5,544
7	\$5,824	\$5,704	7	\$5,943	\$5,819

Furthermore, the recommendation also includes the deletion of the Utilities Meter Reader classification and re-titling of the Utilities Senior Field Services Representative to Utilities Senior Field Services Technician for titling consistency in the classification series.

Job Code	Current Classification Title	Proposed New Classification Title
0810/0811	Util Senior Field Services Representative	Util Senior Field Services Technician

Job Code	Delete Classification
0680/0681	Utilities Meter Reader

Associate Curator of Collections

The Museum Department submitted a request to establish a new classification to support its collections operations. After evaluating the request, Human Resources recommended utilizing the existing Associate Curator of Collections classification with targeted modifications to better align with the department's needs in addition to conducting a market basket study. Following a review of the market basket, Human Resources further recommended updating the title to Museum Collections Specialist and aligning the maximum salary to the market average of \$5,324 per month. This information was sent to the SEIU Union to comply with notification requirements and allow the Union an opportunity to meet and confer; the Union agreed with the City's proposal with no request to meet and confer. There are currently no incumbents in the Associate Curator of Collections classification. The proposed salary range is illustrated below (includes 4% COLA adjustment):

Job Code	Current Classification Title	New Proposed Title	Current Monthly Salary	Proposed Monthly Salary	% Adj
6085/6086	Associate Curator of Collections	Museum Collections Specialist	\$4,783 - \$5,537 (Tier 1) \$4,688 - \$5,426 (Tier 2/3)	\$5,123 - \$5,931 (Tier 1) \$5,021 - \$5,812 (Tier 2/3)	7.11%

Administrative Intern and Technical Intern

After reviewing internal data, Human Resources evaluated the salary ranges for classifications used across the City's internship programs. Currently, the General Service Worker classification (job code 2930) is being used for the grant-funded Youth Services Corps internship program. To ensure consistency and equity, Human Resources recommends aligning the Administrative Intern and Technical Intern salary ranges with the General Service Worker range. Current incumbents in these classifications will not experience a salary increase. The proposed salary ranges is illustrated below:

Job Code	Classification Title	Current Monthly Salary	Proposed Monthly Salary	% Adj
9510	Administrative Intern (BU 30 – Special Classes)	\$3102 - \$3,449	\$3,059 - \$4,474	23%
9550	Technical Intern (BU 30 – Special Classes)	\$3102 - \$3,449	\$3,059 - \$4,474	23%

Miscellaneous Language Clean-up

With the recent hiring of the new City Attorney, the Fringe Benefits and Salary Plan needs to be revised to update the automobile allowance in accordance with the employment agreement. The monthly automobile allowance will be updated from \$500 to \$625.

FISCAL IMPACT:

The total fiscal impact for the Utilities Field Services Representative salary adjustment listed (4.00 FTE in current incumbents) is \$19,764.66 and will be absorbed by the department in their current budget. The other salary adjustments listed do not adjust the maximum salary of the position or do not have any current incumbents. Future costs are not included in the FY 2026-28 Biennial Budget under the respective departments that are impacted and will need to be absorbed by those departments.

Prepared by:	Miriana Gonzalez, Deputy Human Resources Director
Approved by:	Rene Goldman, Human Resources Director
Certified as to availability of funds:	Julie Nemes, Finance Director
Approved by:	Edward Enriquez, Assistant City Manager/CFO/Treasurer
Approved as to form:	James Johnson, City Attorney

Attachments:

1. Resolution Amending the Fringe Benefits and Salary Plan
 - a. Exhibit A – Job Code Table
 - b. Exhibit B – Salary Survey Data for Associate Curator of Collections