



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: MARCH 24, 2026

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN TO REFLECT THE CREATION OF THE CLASSIFICATION AND SALARY RANGE FOR UTILITIES ELECTRIC METER SUPERVISOR; SALARY ADJUSTMENT AND TITLE CHANGE TO THE UTILITIES PUBLIC BENEFITS/CUSTOMER RELATIONS MANAGER CLASSIFICATION; SALARY ADJUSTMENTS TO THE UTILITIES CUSTOMER SERVICE MANAGER, UTILITIES FIELD SERVICES MANAGER, RECREATION SUPERVISOR, AND SPECIAL TRANSIT SUPERVISOR CLASSIFICATIONS; BARGAINING UNIT REASSIGNMENT FOR THE CONSTRUCTION CONTRACTS ADMINISTRATOR CLASSIFICATION; SALARY INDEX CORRECTION FOR THE CODE ENFORCEMENT MANAGER AND REAL PROPERTY SERVICES MANAGER CLASSIFICATION; DELETION OF NON-UTILIZED CLASSIFICATIONS

ISSUE:

Approve revisions to the Master Fringe Benefits and Salary Plan to reflect the creation of the classification and salary range for Utilities Electric Meter Supervisor; salary adjustment and title change to the Utilities Public Benefits/Customer Relations Manager classification; salary adjustments to the Utilities Customer Service Manager, Utilities Field Services Manager, Recreation Supervisor, and Special Transit Supervisor classifications; bargaining unit reassignment for the Construction Contracts Administrator classification; salary index correction for the Code Enforcement Manager and Real Property Services Manager classification; deletion of non-utilized classifications.

RECOMMENDATION:

That the City Council:

1. Approve revisions to the Master Fringe Benefits and Salary Plan the creation of the classification and salary range for Utilities Electric Meter Supervisor;
2. Approve the salary adjustment and title change to the Utilities Public Benefits/Customer Relations Manager classification;
3. Approve the salary adjustments to the Utilities Customer Service Manager, Utilities Field Services Manager, Recreation Supervisor, and Special Transit Supervisor classifications;
4. Approve the bargaining unit reassignment for the Construction Contracts Administrator classification;
5. Approve the salary index correction for the Code Enforcement Manager and Real Property Services Manager classification;
6. Approve the deletion of non-utilized classifications; and

7. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the creation of the classification and salary range for Utilities Electric Meter Supervisor; salary adjustment and title change to the Utilities Public Benefits/Customer Relations Manager classification; salary adjustments to the Utilities Customer Service Manager, Utilities Field Services Manager, Recreation Supervisor, and Special Transit Supervisor classifications; bargaining unit reassignment for the Construction Contracts Administrator classification; salary index correction for the Code Enforcement Manager and Real Property Services Manager classification; deletion of non-utilized classifications.

DISCUSSION:

New Classification:

Utilities Electric Meter Supervisor:

The Public Utilities Department submitted a request to create a supervisory level classification to supervise subordinate classifications in the Electric Meter Division. The Electric Meter Supervisor will plan, organize, and supervise the operations of the Electric Meter Shop. This includes overseeing the testing, repair, calibration, and maintenance of electric revenue meters, AMI communications and related apparatus used in residential, commercial, and industrial facilities; monitoring complex technical and field data acquisition systems; and ensuring compliance with safety and regulatory standards. The recommendation is to place this position in the IBEW Supervisory bargaining unit to align with other Supervisory Utility classifications at this level in the City’s classification plan. The City’s approved Labor Market Basket was used for this classification and compensation study to locate comparable classifications within the approved labor market basket. Based on the results of the market survey and review of internal data and similar classification duties, it is recommended that this new classification’s salary be aligned with the Utilities Electric Test Supervisor classification. The Human Resources Department provided IBEW an opportunity to meet and confer over the salary recommendation before finalizing for presentation to City Council. The proposed salary range for the Utilities Electric Meter Supervisor is illustrated below:

Job Code	Classification Title	Proposed Monthly Salary Range
New	Utilities Electric Meter Supervisor (BU 45 –IBEW Supervisor)	\$11,941 - \$14,514

Salary Adjustment and Title Change:

Utilities Public Benefits/Customer Relations Manager

The Public Utilities Department requested a salary survey be conducted for the Utilities Public Benefits/Customer Relations Manager classification. The Human Resources Department conducted the survey and utilized the City’s approved Labor Market Basket for the study. Based on the results of the survey, the recommendation is to adjust the salary range for the Utilities Public Benefits/Customer Relations Manager by the respective market average result. Additionally, the Human Resources Department recommends a title change to classification to align the titling structure with other agencies in the market. The recommended salary adjustment and title change is illustrated below:

Job Code	Current Classification Title	Proposed Classification Title	Current Monthly Salary	Proposed Monthly Salary	% Adj
1079	Utilities Public Benefits/Customer Relations Manager (BU 07– Senior Management)	Utilities Customer Engagement Manager (BU 07– Sr. Management)	\$9,934 - \$12,282	\$12,273 - \$15,669	23.55%

Salary Adjustments Only:

Utilities Customer Service Manager and Utilities Field Services Manager

The Public Utilities Department also requested a salary survey be conducted for the Utilities Customer Service Manager and Utilities Field Services Manager classifications. The Human Resources Department conducted the survey and utilized the City’s approved Labor Market Basket for the study. Based on the results of the survey and review of internal data, it is recommended that the Utilities Customer Service Manager salary be aligned with the Utilities Public Benefits/Customer Relations Manager’s proposed salary adjustments. Additionally, the recommendation is to adjust the Utilities Field Services Manager to the results of the survey (see salary survey). The recommended salary adjustments are illustrated below:

Job Code	Classification Title	Current Monthly Salary	Proposed Monthly Salary	% Adj
0891	Utilities Customer Service Manager (BU 07- Senior Management)	\$9,417 - \$13,823	\$12,273 – 15,669	13.35%
0831	Utilities Field Services Manager (BU 07- Senior Management)	\$7,715 - \$11,888	\$7,951 - \$12,251	3.06%

Recreation Supervisor and Special Transit Supervisor

The Parks, Recreation & Community Services Department submitted a request to the Human Resources Department to conduct a compensation study for the Recreation Supervisor and Special Transit Supervisor classifications. The City’s approved Labor Market Basket was used for this classification and compensation studies to locate comparable classifications within the approved labor market basket. Based on the results of the market survey and review of internal data and similar classification duties, it is recommended that these classification’s salary be aligned with the Project Coordinator classification. The proposed salary range for the Recreation Supervisor and Special Transit Supervisor is illustrated below:

Job Code	Classification Title	Current Monthly Salary	Proposed Monthly Salary	% Adjustment
6480	Recreation Supervisor	\$6,530 - \$8,334	\$7,000 - \$9,380	12.55%
6430	Special Transit Supervisor	\$6,790 - \$8,660	\$7,000 - \$9,380	8.31%

Bargaining Unit and Salary Index Change:

To ensure consistency and alignment with comparable Senior Management unit classifications, the Construction Contracts Administrator classification will be reassigned from the Management unit to the Senior Management unit and will become a non-classified position.

Job Code	Classification Title	Current Bargaining Unit / Salary Index	Proposed Bargaining Unit / Salary Index
7636	Construction Contracts Administrator	BU 10 -Management MGTS/M90K	BU 07 – Sr. Management NCLP/A74C

Salary Index Change:

To ensure consistency and alignment among classifications within shared salary ranges on the salary schedule, it is recommended that the salary indexes for the following classifications be revised:

Job Code	Classification Title	Current Salary Index	Proposed Salary Index
7540	Code Enforcement Manager (BU 07 – Senior Management)	NCLM/B75P	NCLP/A74C
8831	Real Property Services Manager (BU 07 – Senior Management)	NCLM/B75P	NCLP/A74C

Deletion of Non-Utilized Classifications:

The following classifications are no longer utilized and therefore will be deleted from the classification plan:

Job Code	DELETE NON-UTILIZED CLASSIFICATION
4520	Building Services Operations Manager (BU 10 – Management)
8762	Licensed Clinical Social Worker (BU 25 – Confidential)

FISCAL IMPACT:

The Public Utilities Department’s Utilities Electric Meter Supervisor proposed classifications will be under-filling higher level classifications, therefore the change would result in salary savings. The total fiscal impact for the Utilities Customer Service Manager, Utilities Field Services Manager, Utilities Public Benefits/Customer Relations Manager salary adjustment listed (3.00 FTE in Electric Fund) for the three-month period for the remainder of FY 2025/26 is \$18,200.55. and will be absorbed by the departments in their current budget. The total fiscal impact for the Recreation Supervisor and Special Transit Supervisor salary adjustments listed (7.00 FTE in General Fund) for the three-month period for the remainder of FY 2025/26 is \$23,181.59. Future costs will be included in the upcoming FY 2026-2028 Biennial Budget under the respective departments that are impacted and will be included in the budget brought forward to City Council for adoption.

Prepared by: Daisy Morehouse, Senior Human Resources Analyst
 Approved by: Rene Goldman, Human Resources Director
 Certified as to availability of funds: Julie Nemes, Interim Finance Director

Approved by: Edward Enriquez, Assistant City Manager/CFO/Treasurer
Approved as to form: Rebecca McKee-Reibold, Interim 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 Utilities Electric Meter Supervisor, Utilities Public Benefits/Customer Relations Manager, Utilities Customer Service Manager, Utilities Field Services Manager, and Recreation Supervisor.