

RESOLUTION 2025-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER AMENDING THE CITY'S 2024/2025 SALARY SCHEDULE

WHEREAS, the City Council adopted Resolution 2025-01 adopting the City's 2024/25 Salary schedule for all Regular and Part-Time Employees, City Council Members, and Seasonal/Temporary Employees of the City; and,

WHEREAS, effective January 01, 2025, the general statewide minimum wage will increase by .50 cents bringing the hourly rate from \$16.00 to \$16.50 per hour; and,

WHEREAS, pursuant to California Labor Code §515, subd.(a), exempt employees must meet certain job duty requirements and earn a monthly salary equivalent to no less than two times the state minimum wage for full-time employment. With the increase in minimum wage to \$16.50 per hour, the new minimum entry salary for exempt employees will be \$68,640.00 annually, or \$5,720.00 per month; and,

WHEREAS, pursuant to the above state law, adjustments to the City's salary schedule for hourly positions require updating effective January 01, 2025, to remain in compliance.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EXETER, does hereby resolve as follows:

SECTION 1. That the Citywide Salary and Pay Schedule contained in Exhibit "A", attached hereto and made a part hereof, are hereby amended to:

* Update the hourly rate increase for minimum wage earners to \$16.50 per hour effective January 01, 2025.

SECTION 2. That the City Administrator is required to bring any additions to the position allocation or any changes in any position's salary ranges to be made during the fiscal year to the City Council for further approval.

SECTION 3. That the City Administrator is authorized to make changes to job descriptions, including without limitation title changes that do not affect the positional role in the position allocation or the positional salary range; to make changes to job responsibilities that do not affect the position allocation or require approval as part of the collective bargaining process, and to re-allocate funding sources among divisions for any positions.

SECTION 4. That the City Administrator, or his or her designee, is authorized to recruit and fill in anticipation of known upcoming vacancies to minimize periods where there are key unfilled positions even though employee counts temporarily exceed the authorized position count for a particular position; provided, however, that there will be no adjustment to the total divisional appropriations and all such costs must be covered by savings in other line items so that the total division budget remains unchanged.

PASSED, ADOPTED AND APPROVED this 14th day of January 2025 by the following vote:

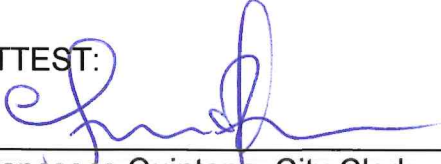
AYES: AIVES, RIDDLE, JOHNSON, WILSON

NOES: 0

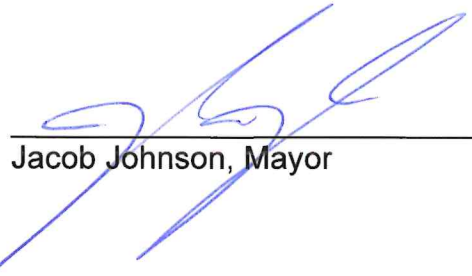
ABSTAIN: 0

ABSENT: LENTZ

ATTEST:



Francesca Quintana, City Clerk



Jacob Johnson, Mayor

Exhibit "A"

CITY OF EXETER FY2024-2025 SALARY SCHEDULE

Effective date: 01/01/2025

MISCELLANEOUS CLASSIFICATIONS	BU	STEP A	STEP B	STEP C	STEP D	STEP E	PATTERN
City Administrator	Unrep	12,558	13,186	13,713	14,262	14,832	5,4,4,4,
Finance Director	Unrep	8,703	9,138	9,595	10,074	10,578	5*
Public Works Director	Unrep	8,219	8,630	9,061	9,515	9,990	5*
Community Services Director	Unrep	7,510	7,886	8,280	8,694	9,129	5*
City Clerk/Human Resources Manager	Unrep	6,908	7,253	7,616	7,996	8,396	5*
Operations Manager	Unrep	6,119	6,425	6,746	7,084	7,438	5*
Deputy City Clerk/Personnel Officer	Unrep	5,776	6,065	6,368	6,687	7,021	5*
Finance Manager	Unrep	6,089	6,393	6,713	7,048	7,401	5*
Chief Operator	CLOCEA	5,122	5,378	5,647	5,930	6,226	5*
Operator II, Water/Wastewater	CLOCEA	4,645	4,877	5,121	5,377	5,646	5*
Operator I, Water/Wastewater	CLOCEA	4,408	4,629	4,860	5,103	5,358	5*
Crew Leader	CLOCEA	4,241	4,453	4,675	4,909	5,155	5*
Mechanic II	CLOCEA	4,229	4,441	4,663	4,896	5,141	5*
Senior Clerk Dispatcher	CLOCEA	4,082	4,286	4,501	4,726	4,962	5*
Recreation Supervisor	CLOCEA	4,041	4,243	4,456	4,678	4,912	5*
Community Services Officer	CLOCEA	4,041	4,243	4,456	4,678	4,912	5*
Maintenance Technician	CLOCEA	3,988	4,188	4,397	4,617	4,848	5*
Skilled Maintenance Worker	CLOCEA	3,646	3,828	4,020	4,221	4,432	5*
Accounting Assistant	CLOCEA	3,611	3,791	3,981	4,180	4,389	5*
Administrative Assistant	CLOCEA	3,646	3,828	4,020	4,221	4,432	5*
Senior Administrative Assistant	CLOCEA	4,082	4,286	4,501	4,726	4,962	5*
Recreation Coordinator	CLOCEA	3,646	3,828	4,020	4,221	4,432	5*
Records Clerk	CLOCEA	3,561	3,739	3,926	4,122	4,328	5*
Animal Control/Code Enforcement	CLOCEA	3,513	3,689	3,873	4,067	4,270	5*
Maintenance I	CLOCEA	3,471	3,644	3,827	4,018	4,219	5*
Office Assistant	CLOCEA	3,150	3,308	3,473	3,647	3,829	5*
Recreation Leader	CLOCEA	3,150	3,308	3,473	3,647	3,829	5*

POLICE CLASSIFICATIONS	BU	STEP A	STEP B	STEP C	STEP D	STEP E	PATTERN
Chief of Police	Unrep	10,663	11,196	11,644	12,110	12,594	5,4,4,4
Lieutenant	Unrep	7,998	8,398	8,818	9,259	9,722	*5
Sergeant	EPOA	6,311	6,627	6,958	7,307	7,672	*5
Police Officer	EPOA	4,945	5,192	5,452	5,725	6,011	*5
Police Officer Trainee	CLOCEA	4,697	4,933	5,179	5,438	5,710	*5

E-Step Police Officer is the benchmark position upon which linked formulas are based.

***All salaries shown are monthly amounts.*

HOURLY EMPLOYEE SALARY SCHEDULE	Effective 1/1/2020	Effective 1/1/2020	Effective 1/1/2021	Effective 1/1/2022	Effective 1/1/2023	Effective 1/1/2024	Effective 7/1/2024	Effective 1/1/2025
* Recreation Assistant	13.00	13.00	14.00	15.00	15.50	16.00	16.00	16.50
Recreation Leader	N/A	N/A	18.00	18.00	18.00	18.00	18.00	18.00
* Sport Official	13.00	13.00	14.00	15.00	15.50	16.00	16.00	16.50
* Maintenance	13.00	13.00	14.00	15.00	15.50	16.00	16.00	16.50
* Office/ Administrative I	13.00	13.00	14.00	15.00	15.50	16.00	16.00	16.50
Office/ Administrative II	15.00	15.00	16.00	17.00	17.00	17.00	17.00	17.00
Police Reserve	19.00	19.00	19.00	25.00	25.00	25.00	26.00	26.00
Special Projects and Training Coordinator					53.93	53.93	56.09	56.09

*Includes California Minimum Wage Increases pursuant to State Law

CITY COUNCIL MEMBERS

Exeter City Council Member

*\$10.00 per meeting not to exceed four meetings in any calendar month pursuant to

City of Exeter Municipal Code §2.04.030

01/14/2024: Council Affirmed Salary Increases (Resolution 2025-01)

SALARY INCREASE EFFECTIVE 01/01/2025:

Updated the salary scale due to the minimum wage increase as of 01/01/2025 from \$16.00 to \$16.50.

10/08/2024: Council Adopted Fiscal Year 2024/2025 Salary Schedule (Resolution 2024-28)

SALARY INCREASE EFFECTIVE 07/01/2024: EPOA, MIDDLE MANAGERS, DEPARTMENT HEADS, CITY ADMINISTRATOR, PART-TIME EMPLOYEES (POLICE RESERVE AND SPECIAL PROJECTS AND TRAINING COORDINATOR)

SALARY INCREASE EFFECTIVE 08/12/2024: CLOCEA

2024/2025 PERSONNEL ALLOCATION

NEW CLASSIFICATION: SENIOR ADMINISTRATIVE ASSISTANT

Updated salary scale for all regular and part-time employees, which includes A 4.0% pay increase effective July 1, 2024 for Exeter Police Officer Association (EPOA) Employees, unrepresented Middle Managers, Department Heads, and City Administrator and A 4.0% pay increase effective August 12, 2024 for California League of City Employees Association (CLOCEA) Employees, and an increase effective upon salary schedule approval by the City Council for employees in the hourly employee classifications of Police Reserve and Special Projects and Training Coordinator to reflect the increase in the full-time equivalent, as well as adopt the City's Fiscal Year 2024/2025 Personnel Allocation, and adding the Classification of Senior Administrative Assistant.

08/27/2024: Council Approved a Salary Adjustment

SALARY INCREASE EFFECTIVE 08/12/2024:

Updated salary scale to show a 4.0% increase to those in the California League of City Employees Associations (CLOCEA) group.

08/27/2024: Council Adopted a Salary Adjustment (Resolution 2024-24)

SALARY INCREASE EFFECTIVE 07/01/2024:

Updated salary scale to show a 4.0% increase to the unrepresented mid-management employees.

8/22/2024 Council Approved New Classification

NEW CLASSIFICATION: SENIOR ADMINISTRATIVE ASSISTANT

Effective 8/12/2024.

07/09/2024: Council Approved a Salary Adjustment

SALARY INCREASE EFFECTIVE 07/01/2024:

Updated salary scale to show a 4.0% increase to the Finance Director to extend her employment contract by two-years.

07/09/2024: Council Adopted a New MOU (Resolution 2024-19)

SALARY INCREASE EFFECTIVE 07/01/2024:

Updated salary scale to show a 4.0% increase to those in the Exeter Police Officers Association (EPOA).

06/25/2024: Council Approved a Salary Adjustment

SALARY INCREASE EFFECTIVE 07/01/2024:

Updated salary scale to show a 4.0% increase to the City Administrator to extend his employment contract by two-years.

01/23/2024: Council Adopted a Salary Adjustment (Resolution 2024-02)

SALARY INCREASE EFFECTIVE FIRST FULL PAY PERIOD OF JANUARY 2024:

An updated salary scale was adopted to show a 3% increase to the Chief of Police classification effective 02/27/2023 to renew his employment contract. In addition, effective the first full pay period of January 2024, salary scale to be increased an additional 3%.

11/14/2023: Council Affirmed Salary Increases and approved Personnel Allocation and Classifications Changes (Resolution 2023-28)

SALARY INCREASES:

Updating the salary range for exempt employee classification of Deputy City Clerk/Personnel Officer position salary range from \$65,772 (annual) to \$66,650 (annual) effective January 1, 2024, due to the minimum wage increase as of 01/01/2023 from \$15.50 to \$16.00.

ALLOCATION CHANGES:

From 2 FTE Detectives to 3 FTE Detectives

From 8 FTE Police Officers to 7 FTE Police Officers

9/12/2023: Council Adopted Salary Adjustment and a Classification Changes (Resolution 2023-25)

CLASSIFICATION CHANGE EFFECTIVE 9/25/2023:

Adding new classification Finance Manager and setting the rate of pay

Deleting the classification of Financial Analyst

SALARY INCREASES:

Updated salary scale to show a 5% increase to the Finance Director classification effective 09/25/2023 to adopt Finance Directors employment contract.

6/13/2023: Council Adopted a Salary Adjustment

SALARY INCREASE EFFECTIVE 07/03/2023:

Updated salary scale was adopted to show a 2% increase for all BU employees, unrep middle managers, Dept Heads, and City Administrator as of 07/03/2023

02/14/2023: Council Adopted a Salary Adjustment

SALARY INCREASE EFFECTIVE 02/27/2023:

Updated salary scale was adopted to show a 3% increase to the Chief of Police classification effective 02/27/2023 to renew his employment contract.

10/25/2022: Council Adopted Salary Adjustment and a Classifications Change (Resolution 2022-43)

CLASSIFICATION CHANGE EFFECTIVE 10/25/2022:

Correcting the Police Officer Trainee (New as of 06/28/2022) bargaining unit designation from Unrepresented to CLOCEA.

SALARY ADJUSTMENTS EFFECTIVE 12/16/2022:

Updating the salary range for exempt employee classification of Deputy City Clerk/Personnel Officer and Financial Analyst positions salary range from \$64,468-\$79,156 (annual) to \$64,480-\$79,156 (annual) effective December 19, 2022 due to the minimum wage increase as of 01/01/2023 from \$15.00 to \$15.50.

6/28/2022: Council Affirmed Salary Increases and approved Personnel Allocation and Classifications Changes (Resolution 2022-25)

ALLOCATION CHANGES:

From 3 FTE Maintenance I to 3 FTE Maintenance I / Skilled Maintenance Worker (Flexible Allocation)

From 1 FTE Maintenance I to 1 FTE Crew Leader

From 2 FTE Maintenance I to 2 FTE Maintenance Technician

From 8.0 FTE Police Officer to 8.0 FTE Police Officer/Police Officer Trainee (Flexible Allocation)

CLASSIFICATION CHANGES:

Adding new classifications: Maintenance Technician; Skilled Maintenance Worker; and Police Officer Trainee

Deleting the classifications of Maintenance II; Maintenance III and Office/Police Records Assistant.

SALARY INCREASES:

Affirming salary increases 2% for all BU employees, unrep middle managers, Dept Heads, and City Administrator as of 07/04/2022

Approving salary increase to hourly minimum wage from \$15.00/hr to \$15.50/hr effective 01/01/2023

Correcting PD Lieutenant Classification Step error for B-E:

DESC	B STEP	C STEP	D STEP	E STEP
Was	\$ 7,917	\$ 8,233	\$ 8,564	\$ 8,906
Corrected	\$ 7,917	\$ 8,313	\$ 8,728	\$ 9,165
Inc from Corrections:		0.96%	1.92%	2.91%

12/14/2021 Council Approved Personnel Allocation and Classification Changes (Resolutions 2021-32 & 2021-33)

Allocation Changes

*Admin-from 2.5 FTE to 3.0 FTE (Replacing 0.5 FTE OA with a Deputy City Clerk/PO)

*Recreation-2.0 FTE to 1.0 FTE (Delete Rec Supervisor & Rec Leader and Add Rec Coordinator-New Classification)

*Finance-4.0 FTE to 5.0 FTE (Add OA)

*PD-18.5 FTE to 19.0 FTE (Replacing a 0.5 OA with a Records Clerk)

Net FTE changes: from 38.00 to 39.00 (increase by 1.0 FTE)

Classification Changes

Added Rec Coordinator classification with a salary range \$3,337-\$4,096 per month

Set Rec Leader hourly at \$18.00 per hour for 2021 and 2022 calendar years

Retitled Clerk Dispatcher to Records Clerk

8/10/2021 Council Approved Salary Increase (Resolution 2021-16)

Salary Increase: Police Reserve \$25 per hour effective July 5, 2021.

Correcting salary schedule approved by Resolution 2021-14:

<p>*Added omitted classification: Community Services Officer with 3% pay increase effective July 5, 2021; *Corrected typographical error for job title Records Clerk/Office Assistant.</p>
<p>6/22/2021 Council Approved Salary Increases (Resolution 2021-14) Salary Increases: 3.0% for CLOCEA & EPOA members, Misc. Mid-Managers, Department Heads, and City Administrator effective July 5, 2021.</p>
<p>5/11/2021 Council Approved New Classification (Resolution 2021-10) New Classification: Community Services Officer. Increase in pay for part-time employees effective January 1, 2022 (Police Reserve \$19 to \$25 per hour and California Minimum Wage Increases pursuant to State Law).</p>
<p>11/10/2020 Council Approved New Classification (Resolution 2020-43) New Classification: Records Clerk/Office Assistant.</p>
<p>7/14/2020 Council Approved Salary Increase & New Classification (Resolution 2020-34) Salary Increase: 5.41% for Chief of Police effective July 6, 2020. New Classification: Crew Leader</p>
<p>6/25/2019 Council Approved Salary Increases, Reclassification & New Classification (Resolution 2019-18) Salary Increase: 1% for CLOCEA & EPOA members, Misc. Mid-Managers, Department Heads and City Administrator effective July 1, 2019. New Classification: Financial Analyst Reclassification: City Clerk/Personnel Officer to City Clerk/Human Resources Manager; increase in salary range.</p>
<p>11/27/2018 Council Approved Salary Increases EPOA (Resolution 2018-34) Salary Increase: 1% for EPOA members effective November 12, 2018; 1.2% for EPOA members effective December 10, 2018.</p>
<p>8/14/2018 Council Approved Salary Increases CLOCEA (Resolution 2018-24) Salary Increase: 1% for CLOCEA members effective July 23, 2018.</p>
<p>7/10/2018 Council Approved Salary Increases Unrepresented Middle Managers, Department Heads and City Administrator (Resolution 2018-21) Salary Increase: 1% for unrepresented Middle Managers, Department Heads and City Administrator effective July 1, 2018.</p>

Attachment "B"

CITY OF EXETER
 FY2024/2025 & 2025/2026 PERSONNEL ALLOCATION

FTE	Dept	CLASSIFICATION	GENERAL FUND										NON-GENERAL FUNDS						Total	
			Admin	Fin	General Government	Police	Streets	Rec.	Parks	General Fund	Ins	Meas P	Water	Sewer	Refuse	Non-GE Fund				
1	Admin	City Administrator	0.30				0.08									0.28			0.62	1.00
1	Admin	Personnel Off./Dep. City Clerk	0.15		0.20											0.15			0.65	1.00
1	Admin	City Clerk/ HR Manager	0.15		0.20											0.15			0.65	1.00
1	PW	Maintenance Technician						0.15								0.42			0.85	1.00
1	PW	Senior Administrative Assistant						0.15								0.40			0.85	1.00
1	PW	Operations Manager			0.10			0.20								0.40		0.05	0.70	1.00
1	PW	Mechanic II			0.20			0.20								0.30			0.60	1.00
1	PW	Crew Leader						0.05		0.20						0.37			0.75	1.00
1	PW	Skilled Maintenance Worker						0.35								0.40		0.05	0.65	1.00
1	PW	PW Director						0.30								0.35		0.10	0.70	1.00
1	PW	Maintenance I						0.10								0.75			0.90	1.00
1	PW	Skilled Maintenance Worker						0.10								0.75			0.90	1.00
1	PW	Maintenance Technician						0.50								0.45		0.05	0.50	1.00
1	Finance	Office Assistant				0.10										0.40		0.35	0.90	1.00
1	Finance	Finance Manager		0.15				0.10								0.30		0.35	0.75	1.00
1	Finance	Finance Director		0.25				0.10								0.27		0.30	0.65	1.00
1	Finance	Accounting Assistant			0.30											0.32		0.32	0.72	1.02
1	Finance	Accounting Assistant			0.30											0.32		0.32	0.72	1.02
1	Rec	Recreation Coordinator														0.32		0.32	0.72	1.02
1	Rec	Recreation Leader							0.95										0.05	1.00
1	Code Enf	Community Services Officer																	1.00	1.00
20	PD	Police Positions			19.00														1.00	1.00
41		TOTAL:	0.60	0.40	1.10	19.30	2.38	0.95	0.95	0.20	24.93	0.77	3.00	7.01	1.77	0.56	16.11	39.3%	41.04	100.0%
		Funding Allocation %	1.5%	1.0%	2.7%	47.0%	5.8%	2.3%	2.3%	0.5%	60.7%	1.9%	7.3%	17.1%	1.6%	1.4%	39.3%		20.00	

Police Personnel	
Chief	1
Lieutenant	2
Sergeant	4
Detective	3
Police Officer/ Police Officer Trainee	8
Records Clerk	1
Sr. Clerk/ Dispatcher	1
	<u>20</u>

Notes on Police Officer Allocation
 *1 FTE offset w/Measure P Fund)
 * 2 FTE School Resource Officers