

STAFF REPORT
City of Lancaster

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12/10/2024

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Date: December 10, 2024

To: Mayor Parris and City Council Members

From: George Harris, Senior Director
Trolis Niebla, City Manager

Subject: Amending Employee Classification and Compensation Schedule and Increasing the Full Time Equivalent (FTE) Headcount

Recommendation:

1. Adopt **Resolution No. 24-XX**, amending Resolution 24-XX, establishing a compensation schedule for various classifications of employees of the City of Lancaster and establishing the following changes:

- Further defined 2100 Series employee group benefits
- Further defined 5100 Series employee group benefits
- Adjusted salaries for 4000 series Tier II classifications due to changes in California state minimum wage law
 - Specialist I
 - Administrative Assistant
- Addition of four (4) FTE positions to the City of Lancaster raising the total city FTE count to 319
 - Police Officers

Fiscal Impact:

To comply with the new California state minimum wage law, the City of Lancaster will need to allocate additional funding for the adjusted salaries of the 24 city employees in the 4000 series Tier II classifications (Administrative Assistant and Specialist I). The required funding for these salary adjustments is projected to be \$8,702.64 for the remainder of the 2024-2025 fiscal year.

Any additional funding needed for the four (4) additional FTE positions will depend on start date and step hired. At this time it is unclear if additional funding will be needed for the remainder of the 2024-2025 fiscal year. If additional funding is required a budget adjustment will be made during mid-year review.

Background:

The City of Lancaster is adjusting to the changes brought by California's new state minimum wage law, which will take effect on January 1st, 2025. Under this law, the minimum salary for salaried employees will increase from \$66,560 in 2024 to \$68,640 in 2025. This wage increase will specifically impact 24 city employees who are classified under the 4000 series Tier II classifications of Administrative Assistant and Specialist I. These employees' pay will be adjusted to meet the new minimum salary threshold in accordance with the law. The required funding for these salary adjustments is projected to be \$8,702.64 for the remainder of the 2024-2025 fiscal year.

At the same time, the City is responding to the growing need for public safety and law enforcement resources. As the Lancaster Police Department continues to expand, the City has determined the need to add four (4) additional Police Officer positions. This expansion is a crucial part of the City's ongoing efforts to enhance public safety, address crime trends, and improve the overall quality of life for its residents. The additional officers will help bolster the department's capacity to respond to increasing public safety demands and proactively address potential crime issues before they escalate.

These efforts reflect the City's commitment to maintaining a safe and secure environment while also adhering to state wage laws and ensuring that public service employees are compensated fairly.

Attachment:

Resolution No. 24-XX