

RESOLUTION NO. 25-3040

A RESOLUTION OF THE COUNCIL OF THE CITY OF ARTESIA, CALIFORNIA, ESTABLISHING A COMPENSATION PLAN AND SALARY SCHEDULE FOR UNREPRESENTED MANAGEMENT EMPLOYEES OF THE CITY

WHEREAS, the City of Artesia desires to promote improved employer-employee relations between the City and its employees by establishing and presenting the rights and benefits for Unrepresented Management Employees.

WHEREAS, the City and Unrepresented Management Employees have negotiated terms for compensation and benefits and wish to memorialize the agreed to terms in this Resolution.

WHEREAS, this Resolution is adopted to provide reasonable and orderly procedures for the administration of employer-employee relations between the City and its Unrepresented Management Employees.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARTESIA DOES HEREBY FIND, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The above recitals are true and correct and incorporated herein by reference.

SECTION 2. Definitions.

The following definitions are specific to this Resolution:

- A. "City of Artesia" or "City" shall mean the City of Artesia, a municipal corporation.
- B. "Immediate Family" shall include the employee's and the employee's spouse or domestic partner, their parent, grandparent, foster-parent, sibling, step-sibling, spouse, domestic partner, child, foster child, stepchild, or grandchild.
- C. "Leave" shall mean authorized time away from work granted to an employee in accordance with the policies and provisions outlined in this Memorandum of Understanding, applicable City policies, and state or federal laws. Leave may include, but is not limited to, vacation, sick leave, holiday leave, bereavement leave, jury duty, and other approved absences.
- D. "Unrepresented Management Employees" or "Employee" shall mean the Community Development Director, Deputy City Manager, Finance Manager, Human Resources Manager, Human Resources Analyst and Administrative Secretary. Additional classifications may be added as necessary.

SECTION 3. At Will Status & Severance.

- A. Unrepresented Management Employees serve at the will of the City and may be removed at any time with or without cause. Probationary periods, if any, are established only for the purpose of education reimbursement, use of vacation and other related benefits. Probationary periods do not in any way impact the at-will nature of an Unrepresented Management Employee.
- B. In the event an Unrepresented Management Employee is terminated by the City at any time that the Unrepresented Management Employee has completed their probationary period, is still willing and able to perform the duties of their position, and the termination is not because the Unrepresented Management Employee (1) has engaged in acts in bad faith and to the detriment of the City; (2) refuses or fails to act in accordance with any specific direction or order of the City; (3) exhibits in regard to their employment unfitness or unavailability for service,

misconduct, dishonesty, habitual neglect, or incompetence; or (4) is convicted of a crime involving dishonesty, breach of trust, or physical or emotional harm to any person, the Unrepresented Management Employee will be entitled to six (6) months of their base salary (minus applicable withholdings) ("Severance Benefits") as of the time of the termination, contingent upon the Unrepresented Management Employee executing a release of a waiver and release of any and all claims against the City, its Councilmembers, officers, and employees, and a covenant not to sue any of those parties, in a form acceptable to the City. If the Unrepresented Management Employee fails or refuses to provide the City with a release of liability, the City may release them without cause without payment of Severance Benefits. Any dispute between the City Manager and an Unrepresented Management Employee regarding whether the Unrepresented Management Employee's conduct disqualified them from receipt of Severance Benefits shall be resolved conclusively by the City Council, in its discretion, without right of appeal.

SECTION 4. Compensation.

- A. Unrepresented Management Employees shall receive a salary as set forth in the Payroll Salary Schedule attached to this Resolution as Exhibit "A" which is incorporated herein by reference.
- B. The City shall provide the following Cost of Living increases to Unrepresented Management Employees:
 1. July 1, 2026: 3%
 2. July 1, 2027: 3%
 3. July 1, 2028: 3%

SECTION 5. Vehicle Allowance.

Unrepresented Management Employees shall receive a monthly vehicle allowance of \$300.00 per month.

SECTION 6. Deferred Matching Contribution.

The City has adopted a 457(b) Deferred Compensation Plan ("457(b) Plan") under which all City employees are eligible to participate. The City will not make any matching contributions to the 457(b) Plan. The City will also adopt a 401(a) Deferred Compensation Plan ("401(a) Plan"). The 401(a) Plan terms will provide for a City matching contribution to be made on behalf of each employee, on a dollar-for-dollar basis, for the first three percent (3%) of each employee's base compensation that the employee contributed to the 457(b) Plan. Annual contributions to the 457(b) Plan and the 401(a) Plan are subject to the limits set by the IRS. Employees who are aged 50 or older at the end of the calendar year can make annual catch-up contributions to the 457(b) Plan.

SECTION 7. Technology Stipend.

Unrepresented managers shall receive a monthly technology stipend of \$100 to support expenses related to technology required for their roles. This stipend may be used toward costs such as:

- Technology necessary for remote work (e.g., internet or equipment).
- Cellular phone service bills.
- Other work-related technology expenses.

The stipend will be automatically applied each month and will be treated as taxable income. No additional documentation or receipts are required for disbursement.

SECTION 8. Education Reimbursement.

The City offers a discretionary Education Reimbursement Program to assist eligible employees in pursuing City-related courses, degree programs, or vocational training that enhance their skills and benefit the City's operations.

Eligibility

A. Employee Eligibility:

This program is available exclusively to permanent, full-time, non-probationary employees of the City.

1. Employees must be in good standing at the time of application and throughout the reimbursement process (they cannot be on an active performance improvement plan, and their most recent evaluation overall rating must be satisfactory or above).

B. Course Eligibility

1. Courses, degree programs, or vocational training must be directly related to the employee's current role, enhance their job performance, or align with the City's operational needs.
2. Approval is required prior to the employee beginning the course or training.

C. Benefit Details

1. Maximum Reimbursement:
 - a. Employees may be reimbursed for eligible education expenses up to a maximum of \$4,000.00 per fiscal year.
 - b. This maximum includes both education reimbursement and student loan repayment.
2. Discretionary Nature: This benefit is discretionary and subject to available funds and approval by the City Manager and the Human Resources Manager.
3. Grade Requirements: For courses where grades of A-F are assigned, a grade of C or better is required for reimbursement eligibility.
4. Documentation: Employees must provide written evidence of successful course completion, such as transcripts, certificates, or other official documentation.
5. Reimbursement Exclusions: If an employee is terminated for poor performance or misconduct or resigns prior to the reimbursement being processed, the City is not obligated to provide payment under this program.

D. Application Process

1. Pre-Approval Exclusions:
 - a. If an employee is terminated for poor performance or misconduct or resigns prior to the reimbursement being processed, the City is not obligated to provide payment under this program.
 - b. Both the City Manager and the Human Resources Manager must approve the request in writing before the course begins.
2. Reimbursement Claims:
 - a. Upon successful completion of the course, employees must submit all required documentation, including proof of grade or completion and itemized receipts, to the Finance Manager for processing.
 - b. Approved reimbursements will be processed in accordance with the City's payroll or accounts payable schedule.

E. General Provisions

1. Participation in this program does not guarantee advancement, promotion, or any changes to the employee's role or salary.
2. Employees are responsible for any costs that exceed the \$4,000 annual limit or are not covered by the program.

SECTION 9. Life Insurance.

The City shall provide life insurance to Unrepresented Management Employees in amount of three times the Unrepresented Management Employee's salary up to \$300,000.00, whichever is less. Unrepresented Management Employees may purchase additional life insurance in \$10,000 increments at their own expense. Unrepresented Management Employees may purchase life insurance for their dependents at their own expense.

SECTION 10. Health Reimbursement Account.

The City will contribute \$800 per calendar year into a Health Reimbursement Account for each Unrepresented Management Employee. All laws regarding Health Reimbursement Accounts will apply.

SECTION 11. Working Out of Class and Provisional Assignments.

The City may assign employees to work out of class or grant provisional assignments based on the City's operational needs. Employees in such assignments may be eligible for a pay increase after completing 15 calendar days of service in the higher-level position. If an out-of-class assignment is expected to last 15 days or longer, the Human Resources Manager may authorize a pay increase effective on the first day the out-of-class responsibilities are assumed. All requests for working out of class or provisional assignments must be submitted to and approved by the Human Resources Manager before the assignment begins.

Employees approved for working out of class or provisional assignment will receive a pay adjustment as follows:

1. The employee's salary will be adjusted to Step A of the higher classification's salary range or
2. If the employee's current salary exceeds Step A of the higher classification, they will receive a minimum 5% pay increase, not to exceed the top step of the higher classification's salary range.

SECTION 12. Vacation & Leave.

A. Vacation

1. Unrepresented Management Employees are not able to take vacation time until accrued. Vacation may only be taken at times agreeable to City Manager. No vacation shall be taken for a period exceeding the maximum hours accumulated at any given time. Vacation leave only accrues when an Unrepresented Management Employee is in a paid status and not when an Unrepresented Management Employee is on a Leave of Absence for more than 30 days. Accrued vacation leave may not be used before completion of the initial six months of active service with the City of Artesia.
2. All Unrepresented Management Employee shall earn vacation time as follows:

Years of Eligible Service	Accruals
0	2 weeks per year
1	2 weeks + 1 day per year
2	2 weeks + 2 days per year
3	2 weeks + 3 days per year
4	2 weeks + 4 days per year
5-15	3 weeks per year
16+	4 weeks per year

3. Unrepresented Management Employees may only accrue vacation leave up to a maximum leave balance of 320 hours in a fiscal year.
4. Any accrued vacation leave above the 320-hour cap shall be paid out annually during the first pay period of December.
5. Upon separation from City employment, any accrued vacation leave will be paid out to Unrepresented Management Employee.

B. Sick Leave

Unrepresented Management Employee shall receive eight (8) hours of paid sick leave for each month of work when an Unrepresented Management Employee is on paid status. In accordance with the City Personnel Rules and Regulations an Unrepresented Management Employee that is unable to report to work due to personal or an Immediate Family member's illness or injury, must contact the City Manager as soon as reasonably possible.

C. Permissible Uses of Sick Leave

Sick leave may be used for:

1. Personal illness, injury, or disability.
2. Medical or dental appointments.
3. Care for a sick child, parent, spouse, registered domestic partner, designated person, or other family member as defined by California Labor Code Section 233 (up to 50% of annual accrued sick leave may be used for this purpose).
4. Pregnancy-related complications, delivery, and recovery.
5. Other qualifying events authorized under state law.

D. Extended Illness or Injury

Employees anticipating an extended absence of five (5) days or more may be required to submit a physician's statement detailing:

- The estimated length of absence.
- Any job restrictions or light-duty requirements.
- The employee's ability to safely return to work.

CFRA leave and sick leave will run concurrently where applicable.

E. Exhaustion of Sick Leave.

Employees who exhaust their sick leave due to an extended illness or injury may use accrued vacation, compensatory time, or holiday leave as applicable.

- F. Sick leave shall not be abused. The City reserves the right to require a satisfactory statement of a licensed physician in the event of suspected abuse when an employee misses work due to an illness, injury, or disability. The Human Resources Manager may require a written statement from the attending physician or dentist to establish that the employee is or was incapacitated and unable to perform their duties or that the employee is capable of and released to return to the performance of all the duties of their position. The physician's statement must verify that an injury or disability existed, its beginning and ending dates and/or the employee's ability to return to work without presenting an immediate and significant risk to his/her own health or safety of others any other requirements in accordance with the City's Sick Leave policy located in the Personnel Rules and Regulations. Abuse of sick leave shall be subject to progressive discipline.
- G. Management may not require doctor's verification for sick leave of less than three (3) days unless sick leave abuse is strongly suspected and reasonably demonstrated.
- H. City holidays occurring during sick leave shall not be counted as days of sick leave.
- I. Sick leave accruals will be modified or suspended as necessary to ensure that the maximum balance does not exceed these stipulated caps.
 - 1. Unrepresented Management Employees may only accrue sick leave up to a maximum of 320 hours.
 - 2. Any accrued sick leave above the 320-hour cap shall be paid out annually during the first pay period of December.
 - 3. Upon separation from City employment, all accrued sick leave will be paid out to Unrepresented Management Employee.

J. Jury Duty

An employee summoned for mandatory jury duty during normal working hours is considered on duty and will receive their regular salary, provided:

Any jury fees received by the employee are remitted to the City.

Paid jury duty leave is limited to a maximum of thirty (30) days. The employee must present evidence of jury duty attendance to the Human Resources Office when service has been completed. On days when the employee is excused from jury duty or jury duty does not conflict with their work schedule, the employee must report to work. A certificate of mandatory jury service must be submitted to Human Resources to be eligible for compensation.

K. Bereavement Leave

Full-time employees are entitled to up to five (5) days of bereavement leave with pay upon the death of the following family members:

- 1. Parent (including stepparent, Mother and Father of spouse or registered domestic partner)
- 2. Spouse or registered domestic partner
- 3. Child (including stepchild, son-in-law, or daughter-in-law)
- 4. Sibling (including brother-in-law or sister-in-law of spouse or registered domestic partner)

5. Grandparent or grandchild
6. Court-appointed guardian or other verifiable guardian (subject to approval by the Human Resources Manager)

If an employee is required to work while on bereavement leave, that work shall be compensated as overtime.

Employees covered by this resolution are entitled to two (2) days of bereavement leave with pay upon the death of the following family members:

1. Aunt or uncle
2. Niece or nephew

Bereavement leave with pay is not deducted from sick leave. Full-time employees may use accrued vacation or compensatory time to supplement bereavement leave, subject to prior approval.

L. Administrative Leave

1. Unrepresented Management Employees shall receive eighty (80) hours of administrative leave with pay per fiscal year. Administrative leave will be provided to Unrepresented Management Employees on a prorated basis based on date of hire and annually thereafter at the beginning of the fiscal year.
2. administrative leave does not accumulate from year to year. Administrative Leave will not be paid out upon separation from City employment.

SECTION 13. Probation.

Regular appointments following the completion of a probationary period shall be conducted in accordance with the City's Personnel Rules and Regulations.

The initial probationary period is one (1) year but may be extended once, for a maximum of six (6) additional months, with the approval of both the Human Resources Manager and the Department Head.

Employees who have not completed their initial probationary period may voluntarily promote, transfer, demote, or be reclassified. However, such employees do not hold status in their prior position for the purpose of "bumping" rights in the event of a layoff.

The computation of the initial probationary period in paid status excludes overtime, standby, and military leaves of absence. Additionally, the probationary period is extended by the duration of any unpaid leave of absence granted during the probationary period.

An employee who has not completed the initial probationary period serves at the discretion of the Department Head and may be released from employment without cause. Such employees are not entitled to appeal their release.

SECTION 14. Medical Benefits.

- A. The City will contribute an amount equal to the Region 3, CalPERS "Kaiser tier" level of benefits based on the eligible Bargaining Unit employee's designated level of coverage (i.e., single, two-party, family). To the extent that said City contribution is in excess of the actual premium due for an employee, the employee may designate the excess to be used for payment of dental and/or vision premiums. Any excess amount cannot be cashed out or used for any other purpose.
- B. If an Unrepresented Management Employee has a need to change coverage due to a change in family situation (e.g. single to single+1 or single+1 to family) appropriate documentation for the change must be received by the Human Resources Department. Following receipt and approval of the documentation,

the City will contribute up to the next level in the employee's current elected plan. Employees will be responsible for any premium cost differences.

- C. Employees who choose not to enroll in the City of Artesia's medical, dental, and vision benefit plans shall receive \$500 per month as compensation. Employees wishing to opt out must provide proof of alternate coverage that meets the minimum essential coverage requirements under the Affordable Care Act (ACA) and complete any required opt-out documentation.

SECTION 15. Holidays.

A. The City shall observe the following holidays:

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Cesar Chavez Day
5. Memorial Day
6. Juneteenth Day
7. Independence Day
8. Labor Day
9. Veteran's Day
10. Thanksgiving Day
11. Friday after Thanksgiving Day
12. Christmas Day

*All holidays as declared by the Mayor

i. Designation of Holidays for Holiday Office Closure.

Effective calendar year 2026, City of Artesia offices shall be closed for a designated period during the week between the Christmas and the New Year holidays, as determined by the annual holiday schedule attached as Exhibit "B" and incorporated herein. Unrepresented Management Employees will be paid three (3) days of holiday pay for the closure period.

- ii. Essential Personnel: Employees whose roles are deemed essential and require their presence during the designated closure period shall be notified by their department head. Such employees will receive a holiday for use at an alternative time, subject to prior approval. Such time must be used within the six months following the holiday closure and not later than June 30th of the current fiscal year.

- iii. Department heads and supervisors are responsible for ensuring compliance with this policy and coordinating any necessary staffing adjustments. Questions regarding the Holiday Closure should be directed to the Human Resources Department.

B. Birthday Floating Holiday. Effective calendar year 2026, Unrepresented Management Employees will receive one (1) floating holiday each year, paid at 8 or 9 hours of straight time, depending on the employee's assigned schedule. This floating holiday must be used within the employee's birthday month and will be forfeited if not used by the last day of that month.

C. When a holiday falls on a Saturday, the preceding workday shall be observed as the holiday. When a holiday falls on Sunday, the next day shall be observed as the holiday.

D. The City will continue the practice and return to the Unrepresented Management Employee any leave used if the Mayor or Council subsequently declare any day as a Holiday.

- E. Unrepresented Management Employees who work on a holiday or holiday declared by the City Council, shall receive compensatory time equivalent to the number of hours worked. Compensatory time must be used within the 12 months following when it is earned.

SECTION 16. Disability.

- A. The City shall provide short-term disability and long-term disability insurance coverage to Unrepresented Management Employees.
- B. Long Term Disability: The coverage amount is 66 2/3% of the employee's basic monthly earnings, excluding overtime, up to a maximum monthly benefit of \$6,000.
- C. Short Term Disability: The coverage amount is 66 2/3% of the employee's basic weekly earnings, excluding overtime, up to a maximum weekly benefit of \$1,385.
- D. Benefit payments are subject to all provisions of the master policy.

SECTION 17. Retirement.

A. CalPERS Contribution

Employees of the City of Artesia shall be fully responsible for paying 100% of the employee contribution toward their CalPERS retirement. The required contribution rate is determined based on the employee's membership date with CalPERS:

1. Classic Members (employees who became CalPERS members before January 1, 2013): The employee contribution rate is currently set at 7% of pensionable compensation as of the date this MOU was entered.
2. PEPRA Members (employees who became CalPERS members on or after January 1, 2013): The employee contribution rate is currently set at 7.75% of pensionable compensation as of the date this MOU was entered.

*These rates are subject to change based on CalPERS regulations, and employees are responsible for ensuring timely payment of their contributions through payroll deductions.

B. Retirement Formula

Tier I—2% at 60—All “classic” Unrepresented Management Employees covered under this provision of this Resolution shall have their final percentage of final compensation to be provided for each year of credited prior and current service determined in accordance with Section 21345.3 of the Public Employment Retirement Law.

Tier II—2% at 62—All “PEPRA” Unrepresented Management Employees covered under this provision of this Resolution hired on or after January 1, 2013 shall have their final percentage of final compensation to be provided each year of credited prior and current service determined in accordance with Section 7522.20 of the Public Employment Retirement Law based on Article 4 California Public Employees’ Pension Reform Act of 2013.

C. Retiree Health

1. Current retirees and their dependents will have no change to their level of coverage.
2. Unrepresented Management Employees who retire from the City during the term of the Resolution shall receive monthly employer contributions for medical and dental coverage that is equal to the employer

contribution for then-current Unrepresented Management Employees at the same level of coverage as required by Government Code section 22892. However, if a retiree removes a dependent from medical coverage that results in a tier coverage change (e.g. Family tier reduced to Employee +1), the retiree shall receive a reduced monthly employer contribution for medical and dental coverage that is equal to the employer contribution for then-current Unrepresented Management Employees in that new tier. A retiree may never receive an increase in the City's monthly contribution amount as a result of a change in dependents, except as required by Government code section 22892 to ensure that the employer contribution is an equal amount for both current Unrepresented Management Employees and retirees in the same tier. To the extent that a retiree's circumstances change, resulting in the need for increased coverage (e.g. Employee +1 increased to Family tier), the retiree shall continue to receive the same employer contribution for the tier at which they retired, subject to any increases required by Government Code section 22892. The retiree shall not be entitled to receive the employer contribution for the higher tier. The retiree will be responsible to continue paying the full employee share based on the level of coverage elected. If the share of cost is not paid by the retiree as required, within 30 days of receiving the invoice, all coverages will be terminated.

- i. Retirees must apply for Medicare upon reaching eligibility. Once Medicare eligible, the retiree's coverage will be reduced, and become a secondary plan to Medicare. The employee will incur a share of cost, based on the level of coverage elected. If the share of cost is not paid by the retiree as required, within 30 days of receiving the invoice, all coverages will be terminated.
- ii. Dependent coverage ends based on policy age limits.
- iii. Unrepresented Management Employees must work for the City for at least ten consecutive years and retire from the City in order for the employee to be eligible for retiree medical benefits and shall receive the PEMHCA Minimum Employer Contribution pursuant to California Government Code section 22892.

SECTION 18. Term.

This Resolution shall be in effect from July 1, 2025 through June 30, 2029. Notwithstanding the foregoing, the benefits provided under this Resolution shall begin on July 1, 2025.

SECTION 19. The City Manager, or their designee, is authorized to implement the terms and conditions of the Resolution and enter into any agreements deemed necessary subject to the terms and conditions set forth herein.

SECTION 20. Severability. If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications, and to this end the provisions of this Resolution are declared to be severable.

SECTION 21. Effective Date. This Resolution shall become effective immediately upon passage.

PASSED, APPROVED, AND ADOPTED this 9th day of June, 2025.



ALI SAJJAD TAJ, MAYOR

ATTEST:



JENNIFER ALDERETE, CITY CLERK

APPROVED TO FORM:



BEST BEST & KRIEGER, CITY ATTORNEY

I, Jennifer Alderete, City Clerk of the City of Artesia, do hereby certify that the foregoing Resolution was adopted at the Regular City Council Meeting held on the 9th day of June 2025, by the following vote:

AYES: COUNCILMEMBERS: AHIR, MANALO, RAMOSO, TREVINO, TAJ

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE



JENNIFER ALDERETE, CITY CLERK

EXHIBIT "A"

**2025-26 UNREPRESENTED SALARY SCHEDULE
(Attached)**

CITY OF ARTESIA PROPOSED SALARY TABLE

Fiscal Year 2025-26

City of Artesia Full-Time Allocated Classifications			A	B	C	D	E	F
Contracted	City Manager	Annual	\$ 237,472.44	\$ 243,409.32	\$ 249,494.52	\$ 255,731.88	\$ 262,125.24	\$ 268,678.32
		Monthly	\$ 19,789.37	\$ 20,284.11	\$ 20,791.21	\$ 21,310.99	\$ 21,843.77	\$ 22,389.86
		Bi-Weekly	\$ 9,133.56	\$ 9,361.90	\$ 9,595.94	\$ 9,835.84	\$ 10,081.74	\$ 10,333.78
		Hourly	\$ 114.17	\$ 117.02	\$ 119.95	\$ 122.95	\$ 126.02	\$ 129.17
R1	Deputy City Manager	Annual	\$ 173,426.76	\$ 182,098.08	\$ 191,202.96	\$ 200,763.12	\$ 210,801.24	\$ 221,341.32
		Monthly	\$ 14,452.23	\$ 15,174.84	\$ 15,933.58	\$ 16,730.26	\$ 17,566.77	\$ 18,445.11
		Bi-Weekly	\$ 6,670.26	\$ 7,003.77	\$ 7,353.96	\$ 7,721.66	\$ 8,107.74	\$ 8,513.13
		Hourly	\$ 83.38	\$ 87.55	\$ 91.92	\$ 96.52	\$ 101.35	\$ 106.41
R2	Community Development Director	Annual	\$ 157,660.68	\$ 165,543.72	\$ 173,820.84	\$ 182,511.96	\$ 191,637.48	\$ 201,219.36
		Monthly	\$ 13,138.39	\$ 13,795.31	\$ 14,485.07	\$ 15,209.33	\$ 15,969.79	\$ 16,768.28
		Bi-Weekly	\$ 6,063.87	\$ 6,367.07	\$ 6,685.42	\$ 7,019.69	\$ 7,370.67	\$ 7,739.21
		Hourly	\$ 75.80	\$ 79.59	\$ 83.57	\$ 87.75	\$ 92.13	\$ 96.74
R3	Finance Manager	Annual	\$ 143,327.88	\$ 150,494.28	\$ 158,019.00	\$ 165,919.92	\$ 174,215.88	\$ 182,926.68
	Human Resources Manager	Monthly	\$ 11,943.99	\$ 12,541.19	\$ 13,168.25	\$ 13,826.66	\$ 14,517.99	\$ 15,243.89
	Bi-Weekly	\$ 5,512.61	\$ 5,788.24	\$ 6,077.65	\$ 6,381.54	\$ 6,701.61	\$ 7,035.64	
	Hourly	\$ 68.91	\$ 72.35	\$ 75.97	\$ 79.77	\$ 83.76	\$ 87.95	
R4	Economic Development Manager	Annual	\$ 130,298.04	\$ 136,812.96	\$ 143,653.56	\$ 150,836.28	\$ 158,378.16	\$ 166,296.96
	Parks and Recreation Manager	Monthly	\$ 10,858.17	\$ 11,401.08	\$ 11,971.13	\$ 12,569.69	\$ 13,198.18	\$ 13,858.08
	Public Works Manager	Bi-Weekly	\$ 5,011.46	\$ 5,262.04	\$ 5,525.14	\$ 5,801.40	\$ 6,091.47	\$ 6,396.04
	Hourly	\$ 62.64	\$ 65.78	\$ 69.06	\$ 72.52	\$ 76.14	\$ 79.95	
R5	City Clerk	Annual	\$ 118,452.84	\$ 124,375.44	\$ 130,594.20	\$ 137,123.88	\$ 143,980.08	\$ 151,179.12
	Accounting Manager	Monthly	\$ 9,871.07	\$ 10,364.62	\$ 10,882.85	\$ 11,426.99	\$ 11,998.34	\$ 12,598.26
	Planning Manager	Bi-Weekly	\$ 4,555.88	\$ 4,783.67	\$ 5,022.85	\$ 5,274.00	\$ 5,537.70	\$ 5,814.58
	Hourly	\$ 56.95	\$ 59.80	\$ 62.79	\$ 65.92	\$ 69.22	\$ 72.68	
R6	Special Projects Manager	Annual	\$107,684.40	\$113,068.56	\$118,722.00	\$124,658.04	\$130,890.96	\$137,435.52
		Monthly	\$8,973.70	\$9,422.38	\$9,893.50	\$10,388.17	\$10,907.58	\$11,452.96
		Bi-Weekly	\$4,141.71	\$4,348.79	\$4,566.23	\$4,794.54	\$5,034.27	\$5,285.98
		Hourly	\$51.77	\$54.36	\$57.08	\$59.93	\$62.93	\$66.07
R7	Senior Accountant	Annual	\$100,282.56	\$102,789.60	\$107,929.08	\$113,325.48	\$118,991.76	\$124,941.36
	Assistant Parks and Recreation Manager	Monthly	\$8,356.88	\$8,565.80	\$8,994.09	\$9,443.79	\$9,915.98	\$10,411.78
	Bi-Weekly	\$3,857.02	\$3,953.45	\$4,151.12	\$4,358.67	\$4,576.61	\$4,805.44	
	Hourly	\$48.21	\$49.42	\$51.89	\$54.48	\$57.21	\$60.07	
R8	Executive Assistant	Annual	\$88,995.36	\$93,445.08	\$98,117.40	\$103,023.24	\$108,174.36	\$113,583.12
	Management Analyst	Monthly	\$7,416.28	\$7,787.09	\$8,176.45	\$8,585.27	\$9,014.53	\$9,465.26
	Human Resources Analyst**	Bi-Weekly	\$3,422.90	\$3,594.04	\$3,773.75	\$3,962.43	\$4,160.55	\$4,368.58
	Hourly	\$42.79	\$44.93	\$47.17	\$49.53	\$52.01	\$54.61	
R9	Parks and Recreation Supervisor	Annual	\$82,878.12	\$84,950.04	\$89,197.56	\$93,657.48	\$98,340.36	\$103,257.36
	Code Compliance Supervisor	Monthly	\$6,906.51	\$7,079.17	\$7,433.13	\$7,804.79	\$8,195.03	\$8,604.78
	Maintenance Supervisor**	Bi-Weekly	\$3,187.62	\$3,267.31	\$3,430.68	\$3,602.21	\$3,782.32	\$3,971.44
	Business License Specialist/Revenue Officer	Hourly	\$39.85	\$40.84	\$42.88	\$45.03	\$47.28	\$49.64
R10	Assistant Planner	Annual	\$73,549.80	\$77,227.32	\$81,088.68	\$85,143.12	\$89,400.36	\$93,870.36
	Administrative Analyst	Monthly	\$6,129.15	\$6,435.61	\$6,757.39	\$7,095.26	\$7,450.03	\$7,822.53
	Lead Maintenance Specialist	Bi-Weekly	\$2,828.84	\$2,970.28	\$3,118.80	\$3,274.74	\$3,438.48	\$3,610.40
	Hourly	\$35.36	\$37.13	\$38.98	\$40.93	\$42.98	\$45.13	
R11	Code Compliance Officer	Annual	\$66,863.52	\$70,206.72	\$73,716.96	\$77,402.88	\$81,273.00	\$85,336.68
	Recreation Program Coordinator	Monthly	\$5,571.96	\$5,850.56	\$6,143.08	\$6,450.24	\$6,772.75	\$7,111.39
	Accounting Technician II	Bi-Weekly	\$2,571.67	\$2,700.26	\$2,835.27	\$2,977.03	\$3,125.88	\$3,282.18
	Maintenance Specialist I	Hourly	\$32.15	\$33.75	\$35.44	\$37.21	\$39.07	\$41.03
R12	Maintenance Worker II	Annual	\$60,785.04	\$63,824.28	\$67,015.44	\$70,366.20	\$73,884.60	\$77,578.80
		Monthly	\$5,065.42	\$5,318.69	\$5,584.62	\$5,863.85	\$6,157.05	\$6,464.90
		Bi-Weekly	\$2,337.89	\$2,454.78	\$2,577.52	\$2,706.39	\$2,841.72	\$2,983.80
		Hourly	\$29.22	\$30.68	\$32.22	\$33.83	\$35.52	\$37.30
R13	No Current Classification Assigned	Annual	\$55,259.04	\$58,022.04	\$60,923.16	\$63,969.36	\$67,167.72	\$70,526.16
		Monthly	\$4,604.92	\$4,835.17	\$5,076.93	\$5,330.78	\$5,597.31	\$5,877.18
		Bi-Weekly	\$2,125.35	\$2,231.62	\$2,343.20	\$2,460.36	\$2,583.37	\$2,712.54
		Hourly	\$26.57	\$27.90	\$29.29	\$30.75	\$32.29	\$33.91
R14	Planning Clerk**	Annual	\$50,235.60	\$52,747.32	\$55,384.68	\$58,153.92	\$61,061.64	\$64,114.68
		Monthly	\$4,186.30	\$4,395.61	\$4,615.39	\$4,846.16	\$5,088.47	\$5,342.89
		Bi-Weekly	\$1,932.14	\$2,028.74	\$2,130.18	\$2,236.69	\$2,348.52	\$2,465.95
		Hourly	\$24.15	\$25.36	\$26.63	\$27.96	\$29.36	\$30.82
R15	Administrative Assistant	Annual	\$45,668.64	\$47,952.12	\$50,349.72	\$52,867.20	\$55,510.56	\$58,286.04
	Recreation Specialist	Monthly	\$3,805.72	\$3,996.01	\$4,195.81	\$4,405.60	\$4,625.88	\$4,857.17
	Bi-Weekly	\$1,756.49	\$1,844.31	\$1,936.53	\$2,033.35	\$2,135.02	\$2,241.77	
	Hourly	\$21.96	\$23.05	\$24.21	\$25.42	\$26.69	\$28.02	
	Hourly Positions		Proposed P/H					
	Parking Enforcement		\$25.00					
	Recreation Leader III		\$20.00					
	Recreation Leader II		\$19.00					
	Recreation Leader I		\$18.00					

EXHIBIT "B"

HOLIDAY CLOSURE SCHEUDLE

2026

Closure from Friday, December 25, 2026 – Sunday, January 3, 2027

12/25 – Christmas Holiday
12/26-27 – Saturday/Sunday
12/28, 12/29, 12/30 – Holiday **3 days**
12/31 – New Year's Day Holiday observed
1/1 – Regular Friday Closure
1/2-3 – Saturday/Sunday

2027

Closure from Friday, December 24, 2027 – Sunday, January 2, 2028

12/24 – Christmas Holiday Observed
12/25-26 – Saturday/Sunday
12/27, 12/28, 12/29 – Holiday **3 days**
12/30 – New Year's Day Holiday observed
12/31 – Regular Friday Closure
1/1-2 – Saturday/Sunday

2028

Closure from Monday, December 25, 2028 – Monday, January 1, 2029

12/25 – Christmas Holiday
12/26, 12/27, 12/28 – Holiday **3 days**
12/29 – Regular Friday Closure
12/30-31 – Saturday/Sunday
1/1 – New Years Day Holiday