



# Proposed Resolution Establishing Classes of Regular Employment, Salary Ranges, and Benefits for Employees with the City

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June 11, 2025



## **Annual Compensation Survey Pursuant to City Council Policy 3.2**

Aliso Viejo, Dana Point, Lake Forest, Laguna Hills, Laguna Niguel, Mission Viejo, San Clemente, San Juan Capistrano.

### **Last Year (FY 24/25)**

1. Salary range adjustments of 0-5% based on average top step salary of surveyed cities
2. Minor adjustments to four positions for organizational parity within classification types
3. Bottom range adjustments to establish a 35% range for all positions
4. Increase in cafeteria plan allowance by \$100 per month from \$1900 to \$2000
5. Revision to Comprehensive Annual Leave Buy-Back Program

### **This Year (FY 25/26)**

1. Salary range adjustments of 3.75% to all classifications based on average top step salary of surveyed cities
2. Bottom range adjustments to maintain a 35% range for all positions
3. No increase in cafeteria plan allowance (currently \$2000 per month)
4. One proposed new part-time job classification – Recreation Leader II

# Summary of Recommendation

## SB 1436 Compliance



Executive Classifications (Exec. And Department Managers)	Monthly Cafeteria Plan Allowance	Current Top Step	Proposed Top Step
Assistant City Manager/Dev. Svcs. Dir.	\$2,000	\$20,129	\$20,884
City Clerk	\$2,000	\$13,219	\$13,715
City Manager	\$2,000	n/a	Per Contract*
Community Services Manager	\$2,000	\$12,496	\$12,044
Finance Director	\$2,000	\$18,299	\$18,985
Public Works Director/City Engineer	\$2,000	\$18,299	\$18,985

SB 1436 requires reporting out of compensation or benefit changes to executive management positions, which are defined by CA Government Code Section 3511.1(d) as one of the following:

- (1) The person is the chief executive officer, a deputy chief executive officer, or an assistant chief executive officer of the local agency.
- (2) The person is the head of a department of a local agency.
- (3) The person's position within the local agency is held by an employment contract between the local agency and that person.

\* Reported on December 11, 2024