

RESOLUTION 2025-###

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO AMENDING THE CITY'S CLASSIFICATION AND COMPENSATION PLAN FOR FY 2025-26 BY (1) CORRECTING THE PUBLICLY POSTED ASSOCIATION OF INTERMEDIATE EMPLOYEES FY 2025-26 SALARY SCHEDULE DUE TO AN ADMINISTRATIVE ROUNDING ERROR; AND (2) RE-ESTABLISHING ONE (1) FTE DEPUTY CITY CLERK POSITION IN THE CITY MANAGER'S OFFICE IN SUPPORT OF THE CITY CLERK FUNCTION

WHEREAS, pursuant to San Pablo Municipal Code Section 2.04.220, the City Manager prepares a salary plan for submittal to the City Council and adoption annually, which was done as part of the adoption of the operating budget and may be further amended from time to time;

WHEREAS, the City Council adopted a two-year General Fund Operating Budget on May 20, 2024, for Fiscal Year 2024-25 and Fiscal Year 2025-26;

WHEREAS, the proposed amendments to the Classification and Compensation Plan (hereafter referred to as "the Plan") are to ensure that the publicly posted FY 2025-26 Association of Intermediate Employees (AIE) salary schedule matches the precise hourly rates used in payroll processing;

WHEREAS, on June 16, 2025, the City Council approved the Fiscal Year 2025-26 salary schedules, including the schedule for the Association of Intermediate Employees (AIE), by Resolution 2025-081;

WHEREAS, following approval of the Fiscal Year 2025-26 salary schedules, staff identified a decimal rounding error in the rates on the publicly posted AIE salary schedule, effective July 1, 2025. While the City's payroll system correctly calculates and pays employees using the accurate four-decimal-place hourly rate, the rates shown in the posted schedule do not align with the system-calculated figures due to this rounding error;

WHEREAS, this correction is administrative in nature and is being brought forward to ensure that the publicly posted AIE salary schedule matches the precise hourly rates used in payroll processing. There is no impact on employee compensation, as all employees have continued to receive the correct negotiated FY 2025-26 salary amounts;

WHEREAS, AIE representation has been notified of the proposed correction and raised no objections. Additionally, there is no meet-and-confer obligation associated with this administrative adjustment;

WHEREAS, On June 16, 2025, by Resolution 2025-082, the Council approved the creation of a new unrepresented management classification of Manager of Council Services, Elections and Records (MCSER) to replace the Assistant City Clerk position in the FY 2025-26 Plan;

WHEREAS, due to an unsuccessful open recruitment and a temporary hiring freeze effective October 1, 2025, through March 31, 2026, City staff recommend re-establishing one

Resolution 2025-###

(1) confidential and unrepresented FTE Deputy City Clerk position in place of the MCSER role in the adopted FY 2025-26 City Manager’s Office (CMO) Departmental budget. This change serves as a cost-saving measure while continuing to meet operational needs within the CMO;

WHEREAS, if authorized, City staff will conduct an internal HR recruitment for the Deputy City Clerk position. This action will result in no increase to the adopted FY 2025-26 FTE count in accordance with the City’s Personnel Rules;

WHEREAS, there is no fiscal impact as a result of the proposed amendments. Also, if approved, the re-establishment of the Deputy City Clerk, will result in a cost savings measure as city staff will conduct an internal recruitment and appoint at on or after April 1, 2025, and the difference in FTE annual salary between the two positions (MCSER and Deputy City Clerk) will result in a FY 2025-26 budget salary savings of approximately \$60,557;

WHEREAS, on September 29, 2025, the Budget, Fiscal & Legislative Standing Committee (Pabon-Alvarado; Ponce) reviewed the proposed amendment to the Salary Schedules for all AIE-represented employee classifications contained in the Revised FY 2025-26 Classification and Compensation Plan due to the administrative rounding error, and the re-establishment of the Deputy City Clerk, and approved its formal approval and consideration for the City Council meeting on October 20, 2025; and

WHEREAS, approval of these amendments is not a project as defined by CEQA.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Pablo hereby approves amendments to the Plan for Fiscal Year 2025-26, as more particularly described on Exhibit A, to correct the AIE publicly posted salary schedule as shown on the attached, effective June 16, 2025 and re-establishment one (1) FTE position of the Deputy City Clerk classification (Exhibit B) to replace the (MCSER).

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ADOPTED this 20th day of October 2025 by the following votes:

AYES:	COUNCILMEMBERS:	
NOES:	COUNCILMEMBERS:	
ABSENT:	COUNCILMEMBERS:	
ABSTAIN:	COUNCILMEMBERS:	None

ATTEST:	APPROVED:
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Dorothy Gantt, City Clerk

Arturo Cruz, Vice Mayor