



# Town of Yountville

6550 Yount Street  
Yountville, CA 94599

## Staff Report

**Agenda Item #:** {{section.number}}E

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### Yountville Town Council Staff Report

**DATE:** December 3, 2024

**TO:** Mayor and Town Council

**FROM:** Samantha Holland, Parks and Recreation Director; Ashley Ray, Human Resources Analyst

**PREPARED BY:** Samantha Holland, Parks and Recreation Director; Ashley Ray, Human Resources Analyst

**RECOMMENDATION:**

Adopt Resolution Number 24-4326 approving the revised Part-time Salary Schedule implementing increased minimum wage requirement effective January 1, 2025.

**DISCUSSION/BACKGROUND**

The Town Manager oversees the Classification Plan for all Town employees and shall make recommendations to the Council from time to time when changes are deemed necessary.

California Labor Code section 1182.12 requires the state to determine annually if the minimum wage rate should be adjusted for inflation. This year, the relevant consumer price index (CPI) increased by 3.18 percent. The annual cost-of-living increase to the state's minimum wage is part of a law enacted in 2016, SB3. That law phased in a \$15 per hour minimum wage over a six-year period and the Town met that requirement in 2022. In 2024, the state increased the minimum wage to \$16.00 per hour.

The state is now mandating California's minimum wage increase to \$16.50 per hour for all employers as of January 1, 2025.

95% of our part-time employees do not live in Yountville, making it imperative that our pay ranges remain competitive with our surrounding municipalities that offer similar positions. To remain competitive while recruiting with our surrounding cities and considering the state requirement of a higher minimum wage for Fast Food Workers and certain Health Care Workers, staff is recommending implementing a minimum wage of \$18.50 per hour, and reflecting the wage increase across the board to all part-time positions as we have done historically. Yountville's minimum wage would increase by 12.1%.

The revised Part-time Salary Schedule included at the end of this staff report reflects the proposed minimum wage increase as described above. This proposed increase may require future budget adjustments at mid-year and/or mid-cycle which will be brought forward at a later date. Where possible and applicable, fees and charges will also be adjusted to consider these additional costs.

**FISCAL IMPACT**

Is there a Fiscal Impact? Yes

Budgeted? Yes

Where is it Budgeted? Amongst appropriate departments

Is it Mandatory or Discretionary? Mandatory

Is there a Staff Resource Impact? Nominal

### **STRATEGIC PLAN GOAL**

Is item Identified in Strategic Plan? Yes

If yes, Identify Strategic Goal and Objective. Exceptional Town Services and Staff; Responsible Fiscal Policy.

Briefly Explain Relationship to Strategic Plan Goal and Objective. **Exceptional Town Services and Staff:** The Town supports its talented staff who deliver high quality municipal programs and services while maintaining public infrastructure for the benefit of the community. **Responsible Fiscal Policy:** The Town maintains its fiscal health through policies designed to maximize economic opportunities, manage expenses, and ensure prudent reserves.

### **Part Time Classifications, Hourly Rates Effective 1/1/2025**

<b>Position</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Recreation Specialist	\$23.87	\$25.06	\$26.31	\$27.63	\$29.01
Recreation Assistant I	\$18.50	\$19.43	\$20.40	\$21.42	\$22.49
Recreation Assistant II	\$22.76	\$23.89	\$25.09	\$26.34	\$27.66
Records Coordinator	\$30.90	\$32.44	\$34.06	\$35.76	\$37.55
Marketing Specialist	\$30.53	\$32.05	\$33.65	\$35.34	\$37.10
Building Attendant	\$21.46	\$22.53	\$23.66	\$24.84	\$26.08
PW Maintenance Assistant	\$22.76	\$23.89	\$25.09	\$26.34	\$27.66
Intern I	\$19.06	\$20.01	\$21.01	\$22.06	\$23.16
Intern II	\$23.87	\$25.06	\$26.31	\$27.63	\$29.01

### **ATTACHMENTS**

1. Resolution No. 24-4326
2. Proposed 2025 Part-Time Salary Schedule