



**DATE:** September 17, 2024

**TO:** Mayor and Members of the City Council

**FROM:** John R. Gillison, City Manager

**INITIATED BY:** Robert Neiuber, Senior Human Resources Director  
Emily Nielsen, Senior Human Resources Business Partner

**SUBJECT:** Consideration to Approve a Resolution Adopting an Amendment to the Rancho Cucamonga Management Association Salary Schedule for Fiscal Year 2024-2025. (Resolution No. 2024-094); and, Consideration to Approve a Resolution Adopting a Side Letter Agreement Between the City of Rancho Cucamonga and the Executive Management Group **(RESOLUTION NO. 2024-094 AND RESOLUTION NO. 2024-095)** (CITY)

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**RECOMMENDATION:**

Staff recommends the City Council approve the attached resolutions adopting an amendment to the Rancho Cucamonga Management Association salary schedule for Fiscal Year 2024-2025 and approving a Side Letter Agreement Between the City of Rancho Cucamonga and the Executive Management Group.

**BACKGROUND:**

The City Council traditionally adopts salary resolutions biannually for classifications employed by the City of Rancho Cucamonga. These resolutions are updated to reflect changes in salaries, additions and deletions in classifications, changes in job titles, and other terms of employment.

Occasionally, off-cycle adjustments may be required to address other topics, including unusual market circumstances that impact external equity. Equity reviews and adjustments are warranted if significant discrepancies exist between a position's salary and the prevailing salaries of comparable positions in other organizations within the same geographic area. Difficulties in recruitment and retention support the need for equity adjustments.

**ANALYSIS:**

The Animal Services Department continues to be a leader in animal welfare and has a complex operation that cares for thousands of homeless pets received annually. As part of this welfare, the Department has a comprehensive veterinary program to serve animals housed at the Animal Center, which is experiencing an increase in their animal intake. The Veterinarian position plays a critical role in this program. Without this position, the staff is unable to perform the full scope of medical care and assistance needed to the animals at the Animal Center.

The Veterinarian position has previously struggled with recruitment and retention efforts due to competitive market pressures for this type of skilled worker. To ensure external equity with

agencies competing for talent in the same labor market and to attract and retain a high-quality workforce, an updated salary survey with labor market cities was conducted. This comparison found that increasing the Veterinarian salary range by 15% would place this position below average of our survey cities and above average other agencies with a Veterinarian classification.

Staff recommends the Veterinarian classification receive a 15% salary increase. In addition, staff is recommending a temporary suspension via a side letter agreement of the compaction issues that this increase could cause with the Animal Services Director position.

All other salary schedules, classifications, job titles, and other terms of employment remain the same.

Staff recommends the City Council approve the attached resolutions adopting an amendment to the Rancho Cucamonga Management Association salary schedule and approving a Side Letter Agreement Between the City of Rancho Cucamonga and the Executive Management Group.

**FISCAL IMPACT:**

Depending on where an employee is hired in the salary range, the fiscal impact of the equity adjustment to the Veterinarian classification could be up to \$23,676 annually.

**COUNCIL MISSION / VISION / GOAL(S) ADDRESSED:**

This item addresses the City Council's Vision to create an equitable, sustainable, and vibrant city, rich in opportunity for all to thrive by building on our foundation and success as a world class community.

**ATTACHMENTS:**

Attachment 1 – Resolution No. 2024-094

Exhibit A – Rancho Cucamonga Management Association Salary Schedule

Attachment 2 – Resolution No. 2024-095

Attachment 3 - EMG Side Letter Agreement