



Administrative Report

H.15., File # 26-0885

Meeting Date: 8/4/2026

To: MAYOR AND CITY COUNCIL
From: ANDREW WINJE, PUBLIC WORKS DIRECTOR

TITLE

ADOPT BY TITLE ONLY RESOLUTION NO. CC-2608-064, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, ADOPTING THE SALARY RANGE FOR THE POSITION OF PUBLIC WORKS ADMINISTRATIVE MANAGER

EXECUTIVE SUMMARY

The City Council recently adopted a resolution adding the position of Public Works Administrative Manager to the authorized list of job specifications. When a position is not covered under a Memorandum of Understanding with one of the City's bargaining units, the City must adopt a salary range for that position by resolution. The job description of the Public Works Administrative Manager was based on other specialized administrative manager classifications in the City, but was written specifically to serve in the Public Works Department. As a result, the salary range must be formally established before the position can be filled. The proposed salary range is \$7,849 to \$10,964 per month and mirrors the amount approved through Decision Package #8 as part of the 2025-26 Mid-Year Budget update.

BACKGROUND

On June 9, 2026, the City Council adopted Resolution CC-2606-040, amending the Official Book of Class Specifications to include the position of Public Works Administrative Manager. The classification was developed using similar administrative manager positions in the Police Department and the Waterfront and Economic Development Department. The recommended salary range aligns with the Waterfront and Economic Development Manager classification and falls just below the operational division managers within the Public Works Department.

The position was authorized during the FY 2025-26 Mid-Year Budget update on March 17, 2026, per Decision Package #8 - Public Works Department Reorganization. The Decision Package included funding for the top of the proposed salary range. The position will be included in the Redondo Beach Professional & Supervisory Association (PSA), and has been reviewed and approved by Association representatives. Approval of the recommended resolution is the final step for implementation of the Department's reorganization.

COORDINATION

The salary range for the Public Works Administrative Manager classification has been reviewed and coordinated by the Public Works, Financial Services, and Human Resources Departments, and representatives from the PSA. The resolution has been approved as to form by the City Attorney's

Office.

FISCAL IMPACT

Funding for the proposed salary range was approved as part of the FY 2025-26 Mid-Year Budget update and is now part of the Public Works Department's annual operating budget.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Reso - No. CC-2608-064 Adopting the Salary Range for the Position of Public Works Administrative Manager