



CITY OF FORT BRAGG

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COUNCIL COMMITTEE ITEM SUMMARY REPORT

MEETING DATE: JUNE 14, 2023
TO: FINANCE AND ADMINISTRATION COMMITTEE
FROM: PEGGY DUCEY
AGENDA ITEM TITLE: Receive the 2022 City of Fort Bragg Compensation Study and Provide Direction to Staff

BACKGROUND AND OVERVIEW:

In December 2021, the City of Fort Bragg engaged Regional Government Services (RGS) to conduct an agency-wide total compensation survey for all full-time civilian positions. The goals of the study were to:

- Determine the compensation for similar classifications in comparable municipal agencies.
- Determine the level of benefits provided by comparable agencies to similar classifications.
- Evaluate whether the City's compensation and benefits are competitive in the local job market.

The City identified ten (10) comparator agencies to collect compensation data. The City, in cooperation with the bargaining groups selected comparative municipalities based on various factors including shared labor market and similarities in agency size, city population, and annual budget. These comparator agencies are:

- City of Arcata
- City of Clearlake
- City of Cloverdale
- City of Eureka
- City of Fortuna
- City of Lakeport
- City of Sonoma
- City of Ukiah
- City of Willits
- City of Windsor

The following are the agreed upon salary and benefit components included in the compensation study:

- Monthly Base Salary
- Medical Insurance
- Dental Insurance
- Vision Insurance
- Employer Paid Retirement
- Vacation Leave
- Sick Leave
- Holiday Leave
- Administrative/Management Leave
- Longevity Pay
- Certification Pay
- Educational Incentive Pay

RGS provided two different comparisons: salary only and salary plus benefits. To develop recommendations, the City used total compensation, salary and benefits, to determine recommendations. Based on the market survey data collected, the salaries for two classifications are significantly below the market median whether looking at base pay or total compensation. RGS recommends a review of the following classifications for possible salary range adjustments.

TOTAL COMPENSATION – SALARY AND BENEFITS

BENCHMARK CLASSIFICATION TITLE	# of Comps	Fort Bragg Total Comp	Market Median Total Comp	Fort Bragg to Market Median Total Comp	Total Comp to the median of market
Administrative Assistant (non-confidential)	6	\$8,594	\$7,952	8.07%	Above
Assistant City Engineer	4	\$10,877	\$10,497	3.63%	Competitive
Assistant City Manager	5	\$15,532	\$15,822	-1.83%	Competitive
Assistant Finance Director	5	\$12,835	\$13,136	-2.29%	Competitive
Associate Planner	7	\$10,760	\$9,968	7.94%	Above
City Clerk	7	\$12,021	\$13,779	-12.76%	Below
Code Enforcement Officer	5	\$10,461	\$9,488	10.25%	Above
Construction Project Manager	4	\$13,649	\$12,502	9.17%	Above
Director of Community Development	7	\$15,532	\$16,552	-6.16%	Below
Director of Finance	9	\$15,532	\$15,945	-2.60%	Competitive
Director of Public Works	10	\$15,532	\$14,475	7.30%	Above
Engineering Technician	8	\$10,060	\$9,741	3.27%	Competitive
Environmental Compliance Coordinator	4	\$11,309	\$10,575	6.94%	Above
Finance Technician II	9	\$8,552	\$8,325	2.74%	Competitive
Government Accountant II	5	\$12,112	\$10,534	14.98%	Above
Maintenance Worker II	10	\$8,332	\$7,755	7.44%	Above
Mechanic	5	\$9,148	\$8,129	12.53%	Above
Operations Manager	4	\$12,021	\$14,050	-14.44%	Below
Treatment Plant Operator II	4	\$9,074	\$8,722	4.03%	Competitive

As indicated on the chart, nine (9) positions are above the comparable market rates by over 5%. Seven (7) positions are considered “competitive” in a range of less of -2.29% to 4.03%. One (1) position, Director of Community Development is considered below market by -6.16%. However, since all Executive Department Directors have the same salary schedule, a salary adjustment is not recommended at this time. Finally, the compensation for two classifications- City Clerk and the Public Works Operations Manager- are significantly below the market median based on total compensation. Staff recommends that the salary for these two positions be adjusted as follows:

<u>City Clerk</u>	Step 1	Step 2	Step 3	Step 4	Step 5
CURRENT SALARY SCHEDULE					
Monthly	\$6,316.27	\$6,631.73	\$6,962.80	\$7,311.20	\$7,676.93
Annual	\$75,795.20	\$79,580.80	\$83,553.60	\$87,734.40	\$92,123.20
PROPOSED SALARY SCHEDULE					
Monthly	\$7,310.94	\$7,676.76	\$8,060.78	\$8,463.82	\$8,887.01
Annual	\$83,553.60	\$87,734.40	\$92,123.20	\$96,729.36	\$101,565.83
Public Works Operations Manager					
CURRENT SALARY SCHEDULE					
Monthly	\$6,316.27	\$6,631.73	\$6,962.80	\$7,311.20	\$7,676.93
Annual	\$75,795.20	\$79,580.80	\$83,553.60	\$87,734.40	\$92,123.20
PROPOSED SALARY SCHEDULE					
Monthly	\$7,310.94	\$7,676.76	\$8,060.78	\$8,463.82	\$8,887.01
Annual	\$83,553.60	\$87,734.40	\$92,123.20	\$96,729.36	\$101,565.83

Currently, employees in both positions are at Step 5. To achieve this new salary schedule, we eliminated the current Steps 1 and 2 and calculated Steps 4 and 5 with a 5% increase for each step. With these changes, these positions will increase in total by 10%. Additionally, these positions will receive the 2% COLA approved for the Mid-Management Bargaining Group when the new fiscal year begins.

RECOMMENDATION:

Recommend to the City Council approval of a new salary schedule for City Clerk and Public Works Operations Manager.

ATTACHMENTS:

City of Fort Bragg 2022 Compensation Study