



AGENCY: City Council
MEETING DATE: November 25, 2019
DEPARTMENT: City Manager
PRESENTED BY: Tabatha Miller
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AGENDA ITEM SUMMARY

TITLE:

Receive Report and Consider Adoption of City Council Resolution Updating the City's Compensation Plan and Confirming the Pay Rates/Ranges for all City of Fort Bragg Established Classifications

ISSUE:

The City Council approves all salary schedules which include classification titles and pay rates/ranges at the time a Memorandum of Understanding (MOU) for each bargaining unit is approved; when updates to the compensation and benefits for unrepresented employees are approved; or when specific wage and/or classification title adjustments are needed. The City has a long-standing practice of posting these approved salary schedules on the City website as well as having copies available upon request. The California Public Employees' Retirement Code requires the City to have a publicly adopted and posted Compensation Schedule.

The attached Resolution and proposed Compensation Plan includes the following changes:

1. Add the Associate Planner classification which was eliminated in early 2018. This change adds flexibility for hiring in the Community Development Department.
2. Reclassify the Public Works Manager to Senior Planner to reflect the actual work performed with no change in salary.
3. Add the Housing and Economic Development Coordinator, which will be primarily funded with the recently awarded SB 2 Planning Grant. Continuation of the position beyond two years will require identification of an additional ongoing funding source.
4. Add the Assistant City Engineer classification to increase in-house engineering capacity in the Public Works Department.
5. Remove the Director - Administrative Services Department from the Compensation Schedule and replace with a lower salaried Assistant to the City Manager.
6. Add the Construction Project Manager classification in order to save costs on construction management contracted services.

ANALYSIS:

The Compensation Plan establishes positions within the City and accommodates promotions. It does not fund or provide budget for any position. As an example, the Compensation Schedule currently contains seven finance positions but the Finance Department is and has only been staffed by four employees. The Compensation Schedule also does not establish the number of employees who may hold the same position. The Police Department has three levels or classifications for police officer – Police Officer Basic, Police Officer Intermediate and Police Officer Advanced. The City Council has authorized and budgeted for ten Police Officers. Which position an individual officer holds depends on

his or her qualifications. The progressive positions allow for career growth and longevity at the City.

Two of the proposed positions to the Compensation Schedule will add to the City's employee head count and will be followed by a budget amendment if approved - the Housing and Economic Development Coordinator and the Construction Project Manager. The funding for the Housing and Economic Development Coordinator would come from the \$160,000 SB 2 Planning Grant that the City was awarded in October. Because the funding is currently one-time, unless additional funding is secured the position would be limited in duration to approximately two years. The Construction Project Manager position was proposed by City Council as a way to save on the costs of hiring outside Construction Management for each capital project. The longevity of this proposed position would be tied to the City's ongoing capital project needs.

Two of the proposed position changes are tied to the Community Development Department. The City is currently recruiting for the Community Development Director and anticipates an internal candidate. If the right candidate is identified, the position will be filled; if not, it will remain open. There is also interest internally in the proposed Housing and Economic Development Coordinator. Adding the Associate Planner provides flexibility in meeting the needs of the department if the director position is not filled and/or potentially filling vacancies from internal promotions.

The Senior Planner position would replace the Public Works Manager position. This change reflects the work that the employee who holds this position is currently performing. Adding the Associate Planner or the Senior Planner to the Compensation Schedule will not result in adding to the City's total employee head count.

The Assistant City Engineer position is proposed to allow for career growth in the Public Works Department and is a means to bring more engineering work in house rather than contracting with outside firms. If filled, another position on the Compensation Schedule would not be filled, in a way similar to the structure in the Finance Department and the Police Department.

Replacing the unfilled Director-Administrative Services Department with the lower salaried Assistant to the City Manager is a wish list position. An Assistant could be assigned tasks handled by the prior Director position and special projects. Currently there is no budget for this position, so filling this proposed position would require a vacancy or vacancies elsewhere in the organization.

RECOMMENDED ACTION:

Adopt a Resolution updating the City's Compensation Plan and confirming the pay rate/ranges of all Fort Bragg established classifications.

ALTERNATIVE ACTION(S):

1. Provide staff direction on modifications to the Compensation Schedule.

FISCAL IMPACT:

Adopting the updated Compensation Schedule does not have a direct fiscal impact; it is the personnel staffing decisions that will impact the budget. As discussed, if hired, the Housing and Economic Development Coordinator position will be funded from the SB 2 grant and the position will be tied to available funding. The Construction Project Manager will be funded from savings on capital project expenditures. Both of these hiring decisions will require a budget amendment approved by the City Council. All other staffing decisions will require working within current budgets.

GREENHOUSE GAS EMISSIONS IMPACT:

N/A

CONSISTENCY:

N/A

IMPLEMENTATION/TIMEFRAMES:

N/A

ATTACHMENTS:

1. Resolution
2. Exhibit A Compensation Schedule

NOTIFICATION:

1. N/A