



**AGENCY:** City Council  
**MEETING DATE:** June 26, 2023  
**DEPARTMENT:** City Manager  
**PRESENTED BY:** Peggy Ducey  
**EMAIL ADDRESS:** Pducey@fortbragg.com

## AGENDA ITEM SUMMARY

**TITLE:**

**Receive the City of Fort Bragg 2022 Classification Study and Approve New Salary Schedule for City Clerk and Public Works Operations Manager**

**ISSUE:**

On November 22, 2021, the City Council approved a contract with Regional Government Services (RGS) to conduct a compensation survey of non-law enforcement City positions, excluding the City Manager. 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.

**ANALYSIS:**

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

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

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

- |                               |                             |
|-------------------------------|-----------------------------|
| • Monthly Base Salary- Step 5 | • Sick Leave                |
| • Medical Insurance           | • Admin/Management Leave    |
| • Dental Insurance            | • Holiday Leave             |
| • Vision Insurance            | • Certification Pay         |
| • Employer-Paid Retirement    | • Longevity Pay             |
| • Vacation Leave              | • Educational Incentive Pay |

RGS provided two different compensation comparisons: salary only and salary plus benefits (Total Compensation). Since total compensation is a more accurate view of employee compensation, staff used total compensation to determine recommendations.

**TOTAL COMPENSATION – SALARY AND BENEFITS**

<b>BENCHMARK CLASSIFICATION TITLE</b>	<b># of Comps</b>	<b>Fort Bragg Total Comp</b>	<b>Market Median Total Comp</b>	<b>Fort Bragg to Market Median Total Comp</b>	<b>Total Comp to the median of market</b>
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 -2.29% to 4.03%. Anything below 5% is considered competitive in the employment market. 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-12.76% and -14.44% respectively. RGS recommended the City review of these positions for possible salary range adjustments.

**PROPOSED SALARY SCHEDULE FOR CITY CLERK AND PUBLIC WORKS OPERATIONS MANAGER**

<u>City Clerk</u>	Step 1	Step 2	Step 3	Step 4	Step 5
<b>CURRENT SALARY SCHEDULE</b>					
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
<b>PROPOSED SALARY SCHEDULE</b>					
Monthly	\$6,962.80	\$7,311.20	\$7,676.93	\$8,060.78	\$8,463.82
Annual	\$83,553.60	\$87,734.40	\$92,123.20	\$96,729.36	\$101,565.83
Annual w/ 2% COLA effective July 2, 2023	\$85,224.67	\$89,481.60	\$93,953.60	\$98,654.40	\$103,584.00
<b>Public Works Operations Manager</b>					
<b>CURRENT SALARY SCHEDULE</b>					
Monthly	\$6,962.80	\$7,311.20	\$7,676.93	\$7,311.20	\$7,676.93
Annual	\$75,795.20	\$79,580.80	\$83,553.60	\$87,734.40	\$92,123.20
<b>PROPOSED SALARY SCHEDULE</b>					
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
Annual w/ 2% COLA effective July 2, 2023	\$85,224.67	\$89,481.60	\$93,953.60	\$98,654.40	\$103,584.00

Currently, employees in both positions are at Step 5. To achieve this new salary schedule, we eliminated the current Steps 1 and 2 for these two positions and added new Steps 4 and 5 with a 5% increase for each step or 10% total once the employees reach Step 5. Additionally, the highlighted yellow lines are the new salary schedule with the 2% COLA approved for the Mid-Management Employee Group, effective July 2, 2023.

**RECOMMENDED ACTION:**

1. Receive the City of Fort Bragg 2022 Classification Study; and
2. Approve the new salary schedule for City Clerk and Public Works Operations Manager, effective July 2, 2023.

**ATTACHMENTS:**

The City of Fort Bragg 2022 Compensation Study

**ALTERNATIVE ACTION(S):**

Do not approve the new salary schedule for City Clerk and Public Works Operations Manager.

**FISCAL IMPACT:**

The fiscal impact of this project will be \$0 - \$18,000, depending on Council direction.

**GREENHOUSE GAS EMISSIONS IMPACT:**

None.

**CONSISTENCY:**

N/A.

**IMPLEMENTATION/TIMEFRAMES:**

Immediate upon approval of City Council.