



AGENCY: City Council  
MEETING DATE: May 13, 2019  
DEPARTMENT: Administration  
PRESENTED BY: Tabatha Miller  
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## AGENDA ITEM SUMMARY

### **TITLE:**

**Receive Report and Consider Adoption of City Council Resolution Updating the City of Fort Bragg Master Salary Rate Compensation Plan Reclassifying Two Positions and Adding a Temporary Part-time Position**

### **ISSUE:**

The City Council approves all salary schedules which include classification titles and pay rates/ranges under three circumstances: 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 longstanding practice of posting these approved salary schedules on the City website as well as having copies available upon request. In addition, the City Council approves the employment agreement for the City Manager which includes salary information. The amount of monthly compensation the City Council receives is addressed in Fort Bragg Municipal Code Section 2.04.060 and is set in accordance with California Government Code §36516.

The recent minor reorganization of the Public Works Department prompted updating the City of Fort Bragg Master Salary Rate Compensation Plan. Changes include the reclassification of the Public Works Project Analyst as Public Works Administrative Analyst and reclassification of the Special Projects Manager as Public Works Manager.

The addition of a temporary part-time Systems Analyst is to provide I.T. coverage during the extended military leave of Lynda Bengtsson-Davis, the City's full-time Permanent Lead Systems Analyst. Ms. Bengtsson-Davis will be on leave starting May 20<sup>th</sup> and returning the first of October. Her training will take her to Texas and Arkansas during the summer months. The part-time Systems Analyst is limited to 20 or less hours per week and the position will assist, on an as-needed basis, the City's System Technician – Mateo Ortiz – during the absence.

### **ANALYSIS:**

The California Public Employees' Retirement Code requires the City to have a publicly adopted and posted Compensation Schedule. With the proposed reclassification of the Public Works Project Analyst to Public Works Administrative Analyst, Special Projects Manager to Public Works Manager, and the addition of the part-time Systems Analyst, the attached resolution meets the requirements of California Code of Regulations §570.5. The Master Salary Rate Compensation Plan attached as "Exhibit A" to the resolution incorporates the proposed changes.

### **RECOMMENDED ACTION:**

Adopt the Resolution updating the City of Fort Bragg Master Salary Rate Compensation Plan.

### **ALTERNATIVE ACTION(S):**

1. Do not adopt the attached Resolution and provide additional direction to staff.

**FISCAL IMPACT:**

Existing Classification	Proposed Classification	Change in Annual Compensation
Public Works Project Analyst	Public Works Administrative Analyst	-\$8,228/Annually Step 1
Special Projects Manager New Position	Public Works Manager Temporary Systems Analyst	\$0 \$29.52/hour

**IMPLEMENTATION/TIMEFRAMES:**

The Master Salary Rate Compensation Plan will be updated immediately upon signing of the Resolution.

**ATTACHMENTS:**

1. Resolution
2. Updated City of Fort Bragg Salary Rate Compensation Plan

**NOTIFICATION:**

N/A.