

## **RESOLUTION NO. 4024-2017**

### **RESOLUTION OF THE FORT BRAGG CITY COUNCIL AMENDING THE COMPENSATION PLAN FOR NON-BARGAINING AND CONFIDENTIAL, NON-EXEMPT EMPLOYEES AND AMENDING THE FY 2017/18 BUDGET TO APPROPRIATE \$539.59 FOR ADDITIONAL PERSONNEL COSTS IN THE GENERAL FUND AND \$355.45 FOR ADDITIONAL PERSONNEL COSTS IN THE IT INTERNAL SERVICE FUND (BUDGET AMENDMENT #2018-01)**

**WHEREAS**, it is the desire of the Fort Bragg City Council to provide an adequate level of compensation and to enumerate the benefits and conditions of employment for non-bargaining and confidential, non-exempt classifications; and

**WHEREAS**, non-bargaining and confidential, non-exempt classifications covered by this resolution are as follows: Administrative Coordinator – Police; Human Resources Technician; Systems Analyst - Lead; and

**WHEREAS**, the classifications covered by this resolution are non-exempt, are a part of the Personnel Merit System, and unless otherwise defined in this resolution, shall receive all benefits received by members of the Fort Bragg Employee Organization (FBEO); and

**WHEREAS**, the FY 2017/18 Adopted Budget includes appropriations for a 3% FY 2017/18 cost of living adjustment and a budget amendment of \$895.04 is necessary to appropriate additional funds for one-time bonus payments for non-bargaining and confidential, non-exempt classifications; and

**WHEREAS**, the City Council has determined that there is sufficient undesignated fund balance to cover the \$895.04 budget amendment and the costs will be allocated in accordance with established personnel cost allocations;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Fort Bragg does establish compensation and affirm benefits effective July 23, 2017 through June 30, 2019 for non-bargaining and confidential, non-exempt employees as follows:

#### **SECTION 1.0      SALARY COMPENSATION**

##### **1.1      SALARY SCHEDULE FOR NON-BARGAINING AND CONFIDENTIAL, NON-EXEMPT CLASSIFICATIONS**

- A. The salary provisions of Initiative Measure D. Ordinance 672 as adopted by the voters on November 4, 1986, are hereby recognized as the policy document governing the salary of the Administrative Coordinator - Police.
- B. The salary adjustments as provided for in Ordinance 672 shall be implemented as soon as possible after January 1 of each year, and before January 31 unless there is a discrepancy. In these instances, the discrepancy shall be resolved, and the salary adjustments shall be implemented no later than February 28.
- C. The salary ranges for the non-bargaining, confidential non-exempt classifications shall be as follows:

	<u>Position</u>	<u>Annual Salary Range</u>	<u>Annual Salary Range</u>
		<u>Effective pay period beginning July 23, 2017</u>	<u>Effective 1st full pay period July 2018</u>
1	Administrative Coordinator - Police	\$46,838.86 - \$56,932.94	\$47,775.63 - \$58,071.59
2	Human Resources Technician	\$44,608.44 - \$54,221.83	\$45,500.60 - \$55,306.26
3	Systems Analyst - Lead	\$60,240.69 - \$73,222.93	\$61,445.50 - \$74,687.38

The salary ranges established for non-bargaining, confidential, non-exempt classifications incorporate cost of living adjustments as follows: effective July 23, 2017 - 3%; effective first full pay-period in July 2018 - 2%.

## **1.2 ONE-TIME BONUS PAYMENTS**

A one-time bonus payment will be made to each employee covered by this Resolution on the date and in the manner described below. These payments are not included in the City's Compensation Plan and are not considered "special compensation" under Title 2, section 571 of the California Code of Regulations.

- A. Effective the pay period beginning July 23, 2017, each employee covered by this Resolution whose hire date is prior to July 23, 2017 shall receive a one-time payment of 0.5% (i.e. one-half percent) of his or her annual salary as of June 30, 2017, to be paid to the employee as taxable income to the extent required by law.

## **SECTION 2.0 RETIREMENT**

- A. For employees hired prior to December 31, 2012, and employees hired on or after January 1, 2013, who are "Classic Employees" as defined by CalPERS, the City offers the 2% @ 55 CalPERS Retirement Plan for all Miscellaneous employees covered by this Resolution. Effective July 1, 2018, each Classic Employee covered by this Resolution shall contribute an additional 1% towards the City's share of CalPERS premiums.
- B. For employees hired on January 1, 2013 or after, who are not "Classic Employees" as defined by CalPERS, the City offers the 2% @ 62 CalPERS Retirement Plan for all Miscellaneous Employees covered by this resolution.

## **SECTION 3.0 OTHER BENEFITS**

All other benefits terms and conditions will be provided and administered as provided for Fort Bragg Employee Organization employees, except as follows

- A. Employees covered under this Resolution shall receive a new longevity benefit consisting of a \$750 one-time payment after 10 years of employment; a \$1,500 one-time payment after 15 years of employment; and a \$2,000 one-time payment after 20 years of employment.
- B. For lodging reimbursement, a maximum of \$140.00 per night is established, which shall include local taxes, but exclude tips, porter's fees, room service, movies, valet, etc.

- C. One "floating holiday" may be taken as time off only, with advanced approval by the Department Head or City Manager and scheduled with due regard to the wishes of the employee and convenience of the City, in addition to other holidays already permitted. Floating holidays, defined as eight hours, may not be carried forward from one fiscal year to the next and must be used no later than the last regularly scheduled pay date prior to June 30<sup>th</sup> of each fiscal year. Unused floating holidays are deemed to be lost, if not used, at the end of each fiscal year or upon termination of employment. A new employee hired after January 1<sup>st</sup> in any fiscal year shall be entitled to not more than half of the applicable floating holiday entitlement for the balance of the fiscal year. Floating holiday time may not be exchanged for actual compensation under any circumstances.

The above and foregoing Resolution was introduced by Councilmember Turner, seconded by Councilmember Norvell, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 24<sup>th</sup> day of July, 2017, by the following vote:

**AYES:** Councilmembers Cimolino, Lee, Norvell, Turner and Mayor Peters.  
**NOES:** None.  
**ABSENT:** None.  
**ABSTAIN:** None.  
**RECUSED:** None.

  
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**LINDY PETERS,**  
**Mayor**

**ATTEST:**  
  
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**June Lemos, CMC**  
**City Clerk**