

## RESOLUTION NO. 3699-2014

**RESOLUTION OF THE FORT BRAGG CITY COUNCIL APPROVING THE RECLASSIFICATION OF THE FOLLOWING POSITIONS: (1) OFFICE ASSISTANT – ADMINISTRATION TO ADMINISTRATIVE ASSISTANT – ADMINISTRATION; (2) ADMINISTRATIVE ASSISTANT – POLICE (RES) TO ADMINISTRATIVE COORDINATOR – POLICE (RES); AND (3) NOYO CENTER COORDINATOR (TEMPORARY, PART-TIME) TO NOYO CENTER EXECUTIVE DIRECTOR (TEMPORARY, FULL TIME) AND APPROVING THE COMPENSATION PLAN FOR THE NEW ADMINISTRATIVE COORDINATOR-POLICE (RES) POSITION**

**WHEREAS**, City departmental tasks have evolved resulting in a change in staffing requirements; and

**WHEREAS**, the City Council's Personnel Committee reviewed and recommended approval of three proposed reclassifications, which were subsequently reviewed and discussed at the City Council's FY 2013/14 Mid-Year Budget Workshop as follows: (1) Office Assistant – Administration to Administrative Assistant – Administration; (2) Administrative Assistant – Police (RES) to Administrative Coordinator – Police (RES) and 3) Noyo Center Coordinator (Temporary, Part-Time) to Noyo Center Executive Director (Temporary, Full Time); and

**WHEREAS**, the reclassifications result in the creation of one new job classification- Administrative Coordinator-Police (RES) with a corresponding compensation plan as follows:

**Administrative Coordinator - Police (Confidential/Restricted; Non-bargaining)**

Hourly	21.01127	22.06184	23.16493	24.32317	25.53933
Bi-Weekly	1,680.90	1,764.95	1,853.19	1,945.85	2,043.15
Monthly	3,641.95	3,824.05	4,015.25	4,216.02	4,426.82
Annual	43,703.45	45,888.62	48,183.05	50,592.20	53,121.81

**WHEREAS**, the reclassification of the Noyo Center Coordinator (Temporary, Part-time) to Noyo Center Executive Director (Temporary, Full-time) does not involve a change in the pay scale other than to reflect the change from part-time to full-time as follows:

**Noyo Center Executive Director (Mid-Mgt; Temporary) \***

Hourly	29.50134	30.97640	32.52522	34.15148	35.85906
Bi-Weekly	2,360.11	2,478.11	2,602.02	2,732.12	2,868.72
Monthly	5,113.57	5,369.24	5,637.71	5,919.59	6,215.57
Annual	61,362.78	64,430.92	67,652.46	71,035.09	74,586.84

**WHEREAS**, the reclassification of these three positions and the new compensation plan for the Administrative Coordinator-Police (RES) require City Council authorization; and

**WHEREAS**, funds sufficient to provide for these reclassifications were appropriated in a FY 2013-14 Mid-Year Budget amendment; and

**WHEREAS**, based on all the evidence presented, the City Council finds as follows:

1. The proposed compensation is consistent with the City-wide Compensation Plan, and
2. The proposed reclassifications will provide for critical operational support necessary to carry out the mission and organizational goals of the City.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Fort Bragg does hereby approve the reclassification of the following positions: (1) Office Assistant – Administration to Administrative Assistant – Administration; (2) Administrative Assistant – Police Department (RES) to Administrative Coordinator-Police (RES); and 3) Noyo Center Coordinator (Temporary, Part-Time) to Noyo Center Executive Director (Temporary, Full-Time) and the compensation plan associated with the new Administrative Coordinator-Police (RES) position, to be effective the first full pay period in April, 2014.

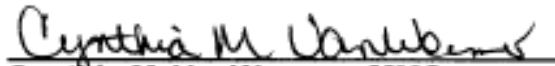
The above and foregoing Resolution was introduced by Councilmember Hammerstrom, seconded by Councilmember Kraut, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 24<sup>th</sup> day of March, 2014, by the following vote:

**AYES:** Councilmembers Courtney, Deitz, Hammerstrom, Kraut, and Mayor Turner.  
**NOES:** None.  
**ABSENT:** None.  
**ABSTAIN:** None.



**DAVE TURNER,**  
Mayor

**ATTEST:**

  
Cynthia M. VanWormer, MMC  
City Clerk