



# STAFF REPORT – CITY COUNCIL MEETING

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March 15, 2023

**TO:** Honorable Mayor and City Council Members

**FROM:** Danette Demello, Assistant City Manager

**PREPARER:** Danette Demello, Assistant City Manager

**DATE:** March 07, 2023

**TITLE:** **Adopt Resolution No. 223-43, A Resolution of the City Council of the City of Arcata Amending the Class and Pay Resolution—Management, Mid-Management, Confidential & Appointed Employees [to Correct a Typographical Error to Salary Range C177, Step 2].**

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## **RECOMMENDATION:**

It is recommended that the Council adopt Adopt Resolution No. 223-43, A Resolution of the City Council of the City of Arcata Amending the Class and Pay Resolution—Management, Mid-Management, Confidential & Appointed Employees [to correct a typographical error to Salary Range C177, Step 2].

## **INTRODUCTION:**

While the City’s Personnel Rules and Regulations (PR&Rs) grant authority to the City Manager to adopt changes to the City’s Classification Plan (i.e., job descriptions); Chapter IV, Section 2, of the PR&Rs require amendments or revisions to the Compensation Plan be adopted by resolution of the City Council.

## **BACKGROUND/DISCUSSION:**

CalPERS and the City’s Auditors consider the official salary of a position to be that which is on a publicly adopted salary schedule. When the Auditors are conducting the annual audit they will pull a sample of employee files to check that the Personnel Action Form assigning an employee’s pay matches that of the adopted Salary Resolution. Similarly, when an employee retires from the City, CalPERS may require copies of adopted Salary Resolutions to confirm pay reported for the employee is the same as the publicly adopted Salary Resolution.

For this particular situation, the salary for Step 2 of Salary Grade C177 should be represented on \$56,520.84 per year, rather than the currently approved salary of \$56,250.84. The pay is correct in the City’s payroll system but had been transposed on the publicly adopted Salary Resolution. The Resolution before you corrects that typo.

## **BUDGET/FISCAL IMPACT:**

No budget impact with this action.

**ATTACHMENTS:**

A. Resolution No. 223-43 (PDF)