



STAFF REPORT – CITY COUNCIL MEETING

June 05, 2024

TO: Honorable Mayor and City Council Members

FROM: Keira Vink, Human Resources/Administrative Services Director

PREPARER: Keira Vink, Human Resources/Administrative Services Director

DATE: May 14, 2024

TITLE: **Adopt Resolution No. 234-53, A Resolution of the City Council of the City of Arcata Establishing and Authorizing Supplemental Compensation and Benefits for Management and Confidential Employees [to Reflect Revisions and Additions]; and Adopt Resolution No. 234-54, A Resolution of the City Council of the City of Arcata Amending the Class and Pay Resolution—Management, Mid-Management, Confidential & Appointed Employees [to Reflect a 5% Salary Increase Effective First Full Pay Period After Approval and future increases for FY 2025/2026 and FY 2026/2027].**

RECOMMENDATION:

It is recommended that the Council:

- 1) Adopt Resolution No. 234-53, A Resolution of the City Council of the City of Arcata Establishing and Authorizing Supplemental Compensation and Benefits for Management and Confidential Employees [to Reflect Revisions and Additions]; and
- 2) Adopt Resolution No. 234-54, A Resolution of the City Council of the City of Arcata Amending the Class and Pay Resolution—Management, Mid-Management, Confidential & Appointed Employees [to Reflect a 5% Salary Increase Effective First Full Pay Period After Approval and future increases for FY 2025/2026 and FY 2026/2027].

INTRODUCTION:

The City's Management and Confidential employee classifications consist of both sworn (police) and general employees that are unrepresented, which means they do not engage in collective bargaining with the City on matters related to wages, benefits and other terms and conditions of employment. As such, the City Council provides direction to address wages, benefits and other terms and conditions of employment that pertain to the City's unrepresented classifications.

BACKGROUND:

The Supplemental Compensation and Benefits Resolution for Management and Confidential employees is the authority document which addresses the benefits for these employees in place of a Memorandum of Understanding (MOU). This Resolution and the Salary and Compensation Resolution for Management and Confidential Employees are how Council authorizes changes in compensation and benefits for these unrepresented classifications.

DISCUSSION:

The Supplemental Compensation and Benefits Resolution document is not set for a certain term like the negotiated MOUs, but the salary and benefit changes for this group tend to be allocated in a similar amount and scheduled for similar timeframes as the negotiated groups. As such, with direction from the City Council, the City Manager's Office has made the appropriate changes to the attached authority documents to initiate the actions necessary to update salary and benefits for Management and Confidential employees.

Following is a summary of the main changes:

- 5.0% base salary increase effective the first full pay period after June 5, 2024.
- 3.0% base salary increase effective the pay period that includes July 1, 2025.
- 3.0% base salary increase effective the pay period that includes July 1, 2026
- Amend longevity for Managers and Confidential Employees to 3% at 5 years, 3% (Total of 6%) at 10 years, and 3% (Total of 9%) at 15 years.
- City will absorb 100% of the cost of the health insurance premium increase for the 2024/2025 Plan Year.
- All other changes are considered housekeeping/cleanup items, and do not have a fiscal impact.

BUDGET/FISCAL IMPACT:

Staff estimates the following costs to the City for these salary/benefit changes to the Supplemental Compensation and Benefits Resolution for Confidential and Management employees:

- 5% base salary increase for 2024/2025 = \$250,000
- 3% base salary increase for 2025/2026 = \$150,000
- 3% base salary increase for 2026/2027 = \$150,000

ATTACHMENTS:

- A. Resolution 234-53 2024-2027 Mgt and Conf (PDF)
- B. Reso 234-54 Mgt_Conf Class and Pay (PDF)