



STAFF REPORT – CITY COUNCIL MEETING

July 17, 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: June 27, 2024

TITLE: **Adopt Resolution No. 245-01, 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 New Position]; and Adopt Resolution No. 245-02, 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 New Position of Equity Arcata Manager].**

RECOMMENDATION:

It is recommended that the Council:

- 1) Adopt Resolution No. 245-01, 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 the New Equity Arcata Manager Position]; and
- 2) Adopt Resolution No. 245-02, 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 the New Equity Arcata Manager Position].

INTRODUCTION:

The City's Personnel Rules and Regulations 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 Personnel Rules and Regulations require amendments or revisions to the Compensation Plan to be adopted by resolution of the City Council.

BACKGROUND/DISCUSSION:

The 2024/2025 Budget included funding for a full-time Equity Arcata Manager. This position will be a hybrid position comprised of completing diversity, equity, and inclusion work for the City of Arcata and managing the ongoing Equity Arcata initiatives. Equity Arcata is a partnership formed between the City of Arcata, Cal Poly Humboldt, and other community serving organizations. Equity Arcata began in 2017 and has defined its purpose as to create a welcoming, safe, and racially equitable community that believes we are a better community because of our growing racial diversity, and where Black, Indigenous, and People of Color residents and students feel they belong and have access to the necessary resources to achieve their definitions of success.

To add to the success of Equity Arcata, there is a need for a full-time position which will provide stability, direction, and leadership to the organization. With the transitioning of leaders at the City of Arcata and Cal Poly Humboldt, the need to have a stable influence to move the purpose of the organization forward became evident. The position will become the primary leader and provide strategic direction, goal setting, and outcome driven action steps. Due to the level of work required, leadership attributes desired, and the independent nature of the work, a management position was chosen. The Equity Arcata Manager will have the overall leadership responsibilities for the organization and supervisory responsibilities for all lower-level staff. The Manager will coordinate all community meetings, training opportunities, initiatives, and organize all activities of the Equity Arcata Board. In addition, this individual will oversee the financial management of the organization including grant application and management, fundraising, managing partnership contributions, and dispersing allocated funds to community organizations. Finally, a primary responsibility for the position will be to secure funding for the program on an ongoing basis.

Based on the review and analysis of this position and its internal relation to the City's current Classification and Compensation Plans, it is recommended the Equity Arcata Manager classification be placed at the salary range M142 (\$70,130.35-\$89,506.06/yr.).

BUDGET/FISCAL IMPACT:

The City of Arcata received a \$60,000 grant to support the position for Fiscal Year 2024/2025 and an additional \$60,000 grant to support the position for Fiscal Year 2025/2026. The 2024/2025 budget includes the salary and benefit costs for this position.

ATTACHMENTS:

- A. Resolution 245-01 2024-2027 Mgt and Conf Class & Pay (PDF)
- B. Reso 245-02 Mgt_Conf Benefits and Supplemental Pay (PDF)