STAFF REPORT – CITY COUNCIL MEETING

TO: Honorable Mayor and City Council Members

FROM: Keira Vink, Human Resources/Administrative Services Director

PREPARER: Bella Waters, Senior Human Resources Specialist

DATE: November 4, 2026

TITLE: **Adopt Resolution No. 267-14 Amending the Class and Pay Resolution – Compensation and Benefits for Hourly Rated Part-time, Temporary, and Seasonal Personnel; and Authorize the City Manager to Execute All Applicable Documents.**

RECOMMENDATION:

It is recommended that the Council:

1) Adopt Resolution No. 267-14, a Resolution of the City Council of the City of Arcata Amending the Class and Pay Resolution – Compensation and Benefits for Hourly Rated Part-time, Temporary, and Seasonal Personnel; and
2) Authorize the City Manager to execute all applicable documents.

INTRODUCTION:

While the City's Personnel Rules & Regulations (PR&R) 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&R requires amendments or revisions to the Compensation Plan be adopted by resolution of the City Council.

BACKGROUND/DISCUSSION:

Currently, California's minimum wage is $16.90 per hour for employers with 25 or more employees. On January 1, 2027, the statewide minimum wage will increase to $17.40 per hour for all employees, regardless of the size of the employer. Further adjustments for inflation to the minimum wage will be determined on or before August 1 for each subsequent year, as required by California Labor Code section 1182.12.

For the attached Resolution, the new minimum wage amount has been applied to the beginning salary range for this employee group and the resulting salary adjustments are being made throughout the salary schedule to maintain the current 2.5% between salary steps and the .5% between each salary grade.

In addition, a protective footwear allowance has been added for hourly employees who work in classifications whose essential job functions require them to complete duties which expose them to foot hazards which includes but is not limited to nails, hot liquids, and biohazards. The reimbursement is limited to two hundred dollars ($200) in a twelve (12) month period.

BUDGET/FISCAL IMPACT:

The anticipated fiscal impact for the remainder of the 2026/2027 Fiscal Year is an additional $10,000. This is assuming the hourly employees work a similar number of hours the last six months of this fiscal year as they worked in the last six months of 2025/2026 Fiscal Year. Departments will want to assess part-time, temporary, and seasonal personnel salary budgets at Mid-Year Budget and make any necessary adjustments to their budgets.

RECOMMENDED COUNCIL ACTION:

Motion to:

1) Adopt Resolution No. 267-14, A Resolution of the City Council of the City of Arcata Amending the Class and Pay Resolution – Compensation and Benefits for Hourly Rated Part-time, Temporary, and Seasonal Personnel; and
2) Authorize the City Manager to execute all applicable documents. Consent Calendar Vote.

ATTACHMENTS:

A. Resolution 267-14 Hourly Employees Class and Pay