

RESOLUTION NO. 2026-10

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY
APPROVING SPECIAL PAYS AND WAGES FOR CONTRACT EMPLOYEES**

WHEREAS, California Government Code Section 36506 requires that the City Council fix, by resolution or ordinance, the compensation of all appointive officers and employees; and

WHEREAS, pursuant to the City Council's direction, the City's contract employees (often referred to as "department heads") are not represented by any employee association; and

WHEREAS, the department head contracts provide them with the same health and welfare benefits as the CCMEA, but not the special pay provisions; and

WHEREAS, the City Council has undertaken a compensation study, which supports increases to contract employee salaries; and

WHEREAS, the City Council directed staff to adjust the longevity pay and include a Step 6 consistent with what has been negotiated with the employee groups.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crescent City that the following provisions shall apply to all contract employees:

1. CONTRACT EMPLOYEES DEFINED. For purposes of this resolution, "contract employees" refer to all department heads, namely the following positions: City Manager, City Attorney, Recreation Director / Events Coordinator, Finance Director, Housing Authority Director, Fire Chief, Police Chief, and Public Works Director. If the City creates a new department head position and employs an individual as an employee through a contract, then this resolution shall apply to that position as well.

2. WAGES.

2.1 Pay Scale. Effective the first full pay period in July 2025, the following pay scale is approved for contract employees:

POSITION	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Recreation Director / Events Coordinator	36	43.55	45.73	48.02	50.42	52.94	55.59
		<i>Annual Salary</i> \$90,58.400 - \$115,627.20					
Housing Authority Director	41	49.27	51.73	54.32	57.04	59.89	62.88
		<i>Annual Salary</i> \$102,481.60 - \$130,790.40					
Finance Director	44	53.05	55.70	58.49	61.41	64.48	67.70
		<i>Annual Salary</i> \$110,344.00 - \$140,816.00					
Public Works Director	44	53.05	55.70	58.49	61.41	64.48	67.70
		<i>Annual Salary</i> \$110,344.00 - \$140,816.00					
Fire Chief	50	61.52	64.60	67.83	71.22	74.78	78.52
		<i>Annual Salary</i> \$127,961.60 - \$163,321.60					
Police Chief	50	61.52	64.60	67.83	71.22	74.78	78.52
		<i>Annual Salary</i> \$127,961.60 - \$163,321.60					
City Attorney	50	61.52	64.60	67.83	71.22	74.78	78.52
		<i>Annual Salary</i> \$127,961.60 - \$163,321.60					
City Manager	51	63.06	66.21	69.52	73.00	76.65	80.48
		<i>Annual Salary</i> \$131,164.80 - \$167,398.40					

- 2.2 **Retroactive Wage Adjustment.** All contract employees employed with the City on the day this resolution is approved will receive a retroactive wage adjustment (as of the first full pay period in July 2025) in accordance with the adopted pay scale.
- 2.3 **Step 6 Eligibility.** Step 6 will not be available to any contract employees until the first full pay period following the adoption of this resolution. Advancement to Step 6 must be approved by the City Manager (or the City Council for the City Manager and City Attorney) and the employee must possess all required licenses / certifications required by their job description.

3. LONGEVITY PAY.

- 3.1 **Schedule.** All contract employees will receive longevity pay (cumulative) based on years of continuous full-time service with the City in the following amounts:

<u>Years of Service</u>	<u>% Base Pay</u>
5	2.5%
10	2.5%
15	2.5%
20	2.5%

- 3.2 **Sunset of 5-Year Longevity.** Effective the first full pay period following the adoption of this resolution, the 5-year longevity pay will sunset for all contract employees. If any contract employee is currently receiving the 5-year longevity pay but is not eligible for Step 6, that employee will continue to receive the 5-year longevity pay until attaining Step 6. Once the employee receives Step 6, the 5-year longevity will cease.
- 3.3 **Calculation.** Longevity pay is calculated as a percentage of base hourly pay times (the number of regular hours worked plus paid leave hours used) in a pay period. Longevity pay is not paid for unpaid leave hours, unless used as part of a workers' compensation TDD calculation.

- 4. **MERIT PAY.** Contract employees will be eligible for a merit pay for exemplary job performance. For all contract employees except the City Manager and the City Attorney, the City Manager will have authority to grant a merit pay for outstanding job performance. In the case of the City Manager and the City Attorney, the City Council will have the authority to grant a merit pay for outstanding job performance. In order to receive a merit pay the following specific standards and conditions must be met:

- a. The employee must have attained a performance rating of 4 (Exceeds Job Standards) or 5 (Outstanding) in all applicable rating categories during his or her current year's annual performance evaluation.
- b. The employee must have worked a minimum of 1760 work hours during the annual performance evaluation period.
- c. The employee must have attained the annual goals and objectives set for him/her.
- d. A special merit pay will not be paid to an employee who receives a performance rating of less than 4 or 5 in any rating category, or if a disciplinary action has been sustained against the employee.

- e. An eligible employee must have at least two (2) years of full-time continuous service with the City.
- f. A special merit pay shall be five percent (5%) of the employee's base hourly rate, multiplied by the number of regular hours worked during the year immediately prior to his or her current year's annual evaluation due date.
- g. A special merit pay will be paid once, in a lump sum, as an annual premium, to an eligible employee based on the date the employee's special merit pay is approved.
- h. An employee must meet the above standards and conditions each year during his or her annual performance evaluation to qualify for any successive special merit pay.
- i. Special merit pay received by a PEPRA employee will not be reportable to PERS as special compensation. Special merit pay received by a Classic employee will be reportable to PERS as special compensation.

PASSED AND ADOPTED and made effective the same day by the City Council of the City of Crescent City at a meeting thereof held on this 17th day of February 2026, by the following polled vote:

AYES: Council Members Altman, Shamblin, Tinkler, and Mayor Wright

NOES: None

ABSTAIN: None

ABSENT: Council Member Greenough



Isaiah Wright, Mayor

ATTEST:



Robin Altman, City Clerk