

RECOGNITION OF COMMUNITY DEVELOPMENT DIRECTOR  
SIDE LETTER AGREEMENT

between

CITY OF YREKA

and

YREKA MANAGEMENT TEAM ASSOCIATION

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In accordance with Article 1.3 – Recognition and Appendix A – Salary Tables, of the current Memorandum of Understanding (MOU) between the City of Yreka and the Yreka Management Team Association, the parties acknowledge that they have met and conferred and have agreed to modify this section as noted below to include the Community Development Director position within the Yreka Management Unit.

To incorporate the position recognition, the parties agree that:

- A. In Article 1.3 - Recognition, "Community Development Director" will be added to the list of recognized classifications, in the exempt category.
- B. In Appendix A -Salary Tables, the Community Development Director salary range will be added to the current salary tables.
- C. Nothing in this side letter agreement shall have the effect of removing the rights, remedies, or defenses a party may have available to them under the MOU or other applicable personnel policies of the City.

Signed for City:



Randy Johnson, Interim City Manager

Date: 8-12-2021

Signed for Association:



Ben Miller, Vice President

Date: 8-11-21

Side letter dated 8/10/2021 to Yreka Management Employees contract, effective for the period 1/1/2019 to 12/31/2022.

RESOLUTION NO. 2021- 23

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YREKA  
APPROVING NEW CLASSIFICATION FOR COMMUNITY  
DEVELOPMENT DIRECTOR AND CHANGES TO THE  
COMPREHENSIVE PAY SCHEDULE FOR THE CITY MANAGER  
AND COMMUNITY DEVELOPMENT DIRECTOR

**WHEREAS**, the current City Manager is retiring and the City Council realizes that the published salary compensation for City Manager position does not reflect historic cost of living increases realized by represented employees through collective bargaining.

**WHEREAS**, the City desires to increase the compensation for the City Manager to a range between \$140,000 to \$180,000 so that it may be successful in attracting talent.

**WHEREAS**, the City is in need of Community Development Director classification to administer and manage the areas of planning, building, and community development services, a role previously held by the City Manager;

**WHEREAS**, the City is reasonably assured that the knowledge and abilities outlined in the job description, will result in the placement of an individual who is qualified and will be able to fulfill the required job duties and that the recommended pay grade of 2452 would attract such talent;

**WHEREAS**, the City Council has determined it would be in the best interests of the city to modify the salary schedule for these positions and accept the job classification Community Development Director classification,

**NOW, THEREFORE**, the City Council of the City of Yreka does hereby resolve, determine and order as follows:

Section 1. The City Council of the City of Yreka does hereby find that the proposed salary schedule and job classification changes described herein is in the best interests of the City of Yreka. The City Manager or designee is hereby further authorized to execute such other agreements, and documents, and to perform such other acts and deeds, as may be necessary or convenient to achieve the purposes of this Resolution and the transactions herein authorized, and the City Clerk or such Clerk's designee is hereby authorized and directed to affix the City's seal to said documents and to attest thereto.

Section 2. It is further resolved, if any section, subsection, part, clause, sentence or phrase of this Resolution or the application thereof is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, the validity of the remaining portions of this Resolution, the application thereof, shall not be effected thereby but shall remain in full force and effect, it being the intention of the City Council to adopt each and every section, subsection, part, clause, sentence phrase regardless of whether any other section, subsection, part, clause, sentence or phrase or the application thereof is held to be invalid or unconstitutional.

Section 3. This resolution shall take effect immediately upon its passage.

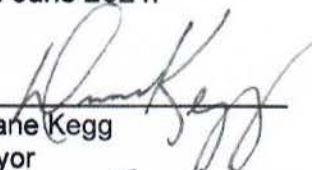
Passed and adopted this 1st day of June 2021, by the following vote:

AYES: Baird, Kegg, Freeman, McCoy, Middleton

NAYS:

ABSENT:

The foregoing resolution was adopted this 1st day of June 2021.

  
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Duane Kegg  
Mayor

Attest:   
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Arthur Boyd, City Clerk



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## CITY COUNCIL AGENDA MEMORANDUM

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**TO:** Yreka City Council  
**FROM:** Steve Baker, City Manager  
**PREPARED BY:** Rhetta Hogan, Finance & Administrative Director  
**AGENDA TITLE:** Discussion and Possible Action to:  
Adopt a Resolution of the City Council of the City of Yreka Approving New Classification for Community Development Director and Changes to the Comprehensive Pay Schedule for the City Manager and Community Development Director  
**MEETING DATE:** June 1, 2021

Discussion:

The City of Yreka has reviewed the compensation of the City Manager and classification and compensation for the Community Development Director, (formerly Deputy Planning Director).

The proposed changes to the City Manager compensation reflects historic cost of living increases afforded employees in the organization through collective bargaining that were not reflected in the City Manager's contract. In addition, as the current City Manager retires the compensation for the City Manager needs to be brought into alignment with market expectations so that the city may be competitive in recruitment for the position. The City Manager is employed by contract and the recommended published contractual range is from \$140,000 to \$180,000 annually.

The proposed position of Community Development Director will now encompass the planning and building administrator roles currently performed by the City Manager, in addition to the Deputy Planning Director. Compensation has been increased to reflect those additional responsibilities. The proposed grade is 2452 (range is \$72,602.2 - \$94,977.41 for calendar year 2021) and is the same range as the Finance and Administrative Services Director. Once vacated, the Deputy Planning Director position is planned for elimination.

Fiscal Impact:

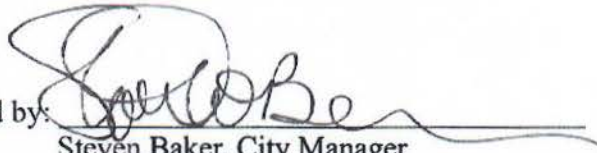
The current salary for the City Manager is \$130,136.38, and the proposed range is \$140,000 to \$180,000. The current salary range for the Deputy Planning Director is \$63,495.15 to \$83,064.44, and the proposed range is \$72,602.20 to \$94,977.41. The fiscal impact varies by placement range within the and related percentage of salary-based benefits like retirement, payroll taxes, workers compensation premiums and life insurance.

Recommendation and Requested Action:

Discussion and Possible Action to:

Adopt a Resolution of the City Council of the City of Yreka Approving New Classification for Community Development Director and Changes to the Comprehensive Pay Schedule for the City Manager and Community Development Director.

Approved by:

A handwritten signature in black ink, appearing to read "S. Baker", with a long horizontal flourish extending to the right.

Steven Baker, City Manager