

CITY OF YUBA CITY  
STAFF REPORT

**Date:** July 5, 2022  
**To:** Honorable Mayor & Members of the City Council  
**From:** Administration Department  
**Presentation By:** Diana Langley, City Manager

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**Summary**

**Subject:** Executive Service Contract Terms

**Recommendation:** A. Adopt a Resolution authorizing the City Manager to amend the Executive Service Employment Agreements  
B. Adopt a Resolution authorizing the Finance Director to amend the salary schedule  
C. Approve supplemental appropriations as required to the impacted division in the affected funds: General, Water, and Wastewater  
D. Authorize the Finance Director to transfer funds from unallocated General Fund 301 in the amount of \$112,600

**Fiscal Impact:** The proposed changes will result in a net increase in cost of \$115,400 for FY22/23.

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**Purpose:**

To approve amendments to the Executive Services employee agreements for a 5% cost of living increase for City Manager, Public Works & Development Services Director, and Human Resources Director, 5% cost of living increase and 1.5% equity adjustment for Finance Director, 5% cost of living increase and 11% equity adjustment for Community Services Director, and 8% cost of living increase for Police Chief and Fire Chief.

**Council's Strategic Goal:**

This side letter addresses the City Council's Strategic Goal of public safety.

**Background:**

In addition to the City Manager, the Executive Service employees are the positions of: 1) Police Chief, 2) Fire Chief, 3) Public Works & Development Services Director, 4) Finance Director, 5) Community Services Director, and 6) Human Resources Director. The Executive Service employees serve in "at will" positions. Executive Service employees have individual employment contracts; the current employment contract with Executive Service employees are from 2020. In the past, contract amendments have been utilized to reflect changing terms and conditions and the City Manager has executed amendments for the other Executive Service employees with the City Council approved terms. The Mayor signs the City Manager amendment on behalf of the City Council.

**Analysis:**

It is being proposed that the City Manager, Public Works & Development Services Director, and Human Resources Director receive a 5% cost of living increase, the Finance Director receive a 5% cost of living increase and 1.5% equity adjustment, Community Services Director receive 5% cost of living increase and 11% equity adjustment, and the Police Chief and Fire Chief receive a 8% cost of living increase. All cost of living increase and equity adjustments would be effective July 2, 2022. This salary increase methodology is consistent with the offers provided to the corresponding bargaining units.

**Fiscal Impact:**

The proposed changes will result in a net increase in cost of \$115,400 for FY22/23.

**Alternatives:**

Do not approve Executive Service employee terms and conditions and provide staff direction.

**Recommendation:**

- A. Adopt a resolution authorizing the City Manager to amend the Executive Service Employment Agreements
- B. Adopt a resolution authority the Finance Director to amend the salary schedule
- C. Approve supplemental appropriations as required to the impacted division in the affected funds: General, Water, and Wastewater
- D. Authorize the Finance Director to transfer funds from unallocated General Fund 301 in the amount of \$112,600

**Attachments:**

- 1. Executive Services Cost Impact
- 2. Executive Service Amendment Resolution
- 3. City Manager Amendment
- 4. Executive Service Salary Schedule Resolution

**Prepared By:**

Natalie Springer  
Human Resources Director

**Submitted By:**

Diana Langley  
City Manager

## ATTACHMENT 1

**City of Yuba City**  
**Executive Team - July 5, 2022 Staff Report**

	<i>On-going</i>	<i>One-time</i>	<i>Total</i>
<b>FY 2022-23</b>			
Salary increase - 8.0% for the Chiefs and 5.0% COLA for others	\$ 115,400		115,400
Plus equity adjustments per the MOU to market & benchmarking			
<b>Total Cost</b>	<u>\$ 115,400</u>	<u>\$ -</u>	<u>\$ 115,400</u>
<i>General Fund</i>	<i>\$ 112,600</i>		<i>\$ 112,600</i>
<i>Water</i>	<i>\$ 1,400</i>		<i>\$ 1,400</i>
<i>Wastewater</i>	<i>\$ 1,400</i>		<i>\$ 1,400</i>
<i>SASA</i>	<i>\$ -</i>		<i>\$ -</i>
<i>VMF</i>	<i>\$ -</i>		<i>\$ -</i>

## ATTACHMENT 2

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY  
APPROVING THE EXECUTIVE SERVICE EMPLOYEE CONTRACT  
AMENDMENTS**

WHEREAS, Executive Service employees include the following positions: City Manager, Police Chief, Fire Chief, Public Works & Development Services Director, Finance Director, Community Services Director, and Human Resources Director; and

WHEREAS, the City recognizes the Executive Service employees commitment to the City and its citizens while providing outstanding and dedicated service to all; and

WHEREAS, Executive Service employees are "at will" employees and have individual employee contracts that reflect the terms of their employment; and

WHEREAS, changes to these contracts are done through contract amendments;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Yuba City as follows:

- A. Authorize the City Manager to execute amendments with Executive Service employees consistent with the following compensation adjustments effective July 2, 2022 and memorialized in the corresponding salary schedules:
  - the classifications of Public Works & Development Services Director and Human Resources Director shall each receive a 5% cost of living increase,
  - the Finance Director shall receive 5% cost of living increase and 1.5% equity adjustment,
  - the Community Services Director shall receive 5% cost of living increase and 11% equity adjustment, and
  - the Police Chief and Fire Chief shall each receive 8% cost of living increase; and
- B. Authorize the Mayor to execute amendment with City Manager for a 5% cost of living increase effective July 2, 2022.

The Director of Finance is hereby authorized to make the necessary salary schedule modifications, transfers, and appropriations to implement the provisions of this Resolution:

A. Approve supplemental appropriations as required to the impacted division in the affected funds: General, Water, and Wastewater

B. Authorize the Finance Director to transfer funds from unallocated General Fund 301 in the amount of \$112,600

The foregoing Resolution of the City Council of the City of Yuba City was duly introduced, passed and adopted at a regular meeting thereof held on the 5<sup>th</sup> day of July 2022.

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Dave Shaw, Mayor

ATTEST:

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Ciara Wakefield, Deputy City Clerk

Approved as to form:

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Stacey Sheston  
BB&K, Special Counsel

## ATTACHMENT 3



## **Amendment Letter to the Employment Agreement between the City of Yuba City and Diana Langley**

This Amendment to the Employment Agreement dated July 5, 2022 is made between the City of Yuba City, California, a general law city, and Diana Langley, City Manager with respect to modifying the terms and conditions of employment for Fiscal Year 2022/2023.

### **1. Salary Increase**

Effective July 2, 2022, the City agrees to implement a 5% cost of living salary increase for City Manager. This salary increase shall be implemented prospectively only.

### **Section 2: General Provisions**

1. This Amendment Letter modifies the Employment Agreement set forth by the revised understanding between the Employer and Employee. The parties, by mutual written agreement, may amend any provision of this agreement during the life of the agreement. Such amendments shall be incorporated and made part of this agreement.
2. Binding Effect. This Amendment Letter shall be binding on the Employer and the Employee as well as their heirs, assignees, executors, personal representatives and successors in interest.
3. Severability. The invalidity or partial invalidity of any portion of this Amendment Letter will not affect the validity of any other provision of the Amendment Letter or the provisions of the Employment Agreement. In the event that any provision of this Amendment Letter is held to be invalid, the remaining provisions shall be deemed to be in full force and effect.
4. Effective Date. This Amendment Letter shall become effective on July 2, 2022 or on the latest date of signature below, whichever is later.

**\*\*SIGNATURES BELOW\*\***

Dated: \_\_\_\_\_

\_\_\_\_\_  
Diana Langley  
City Manager

Dated: \_\_\_\_\_

\_\_\_\_\_  
Dave Shaw  
Mayor

Attest:

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Ciara Wakefield, Deputy City Clerk

Approved as to Form:

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Stacey Sheston  
BB&K, Special Counsel

## ATTACHMENT 4

**CITY OF YUBA CITY  
SALARY SCHEDULE AND GENERAL COMPENSATION PLAN  
EFFECTIVE FEBRUARY 1, 2022**

**Department Heads**

JCN	CLASSIFICATION	Bargaining Group	1	2	SALARY STEPS			5	
					3	4			
8070 *	CITY MANAGER	CM	-	-	-	-	18,375	Monthly	
			-	-	-	-	106.01	Hourly	
8090*	PUBLIC WORKS & DEVELOPMENT SERVICES DIRECTOR	DH	13,419	-	-	-	16,311	Monthly	
			77.42	-	-	-	94.10	Hourly	
8010*	DIRECTOR OF HUMAN RESOURCES	DH	10,837	-	-	-	13,173	Monthly	
			62.52	-	-	-	76.00	Hourly	
8140*	DIRECTOR OF COMMUNITY SERVICES	DH	12,427	-	-	-	15,105	Monthly	
			71.69	-	-	-	87.14	Hourly	
8030*	FIRE CHIEF	DH	13,861	-	-	-	16,848	Monthly	
			79.97	-	-	-	97.20	Hourly	
8050*	POLICE CHIEF	DH	13,861	-	-	-	16,848	Monthly	
			79.97	-	-	-	97.20	Hourly	
8020*	DIRECTOR OF FINANCE	DH	12,060	-	-	-	14,659	Monthly	
			69.58	-	-	-	84.57	Hourly	

\* Indicates classifications which are not eligible for overtime compensation and are exempt from the Fair Labor Standards Act (FLSA).  
Executive Unit employees who are certified as bilingual will receive a bilingual pay incentive of \$100.00 per month:

**EMPLOYEE BARGAINING GROUPS**

CON - Confidential  
PUE, Local #1 - General Employees  
DH - Department Head  
MM - Middle Manager  
FM - Fire Management

FLM - 1st Level Manager  
PD - Police Department  
FIRE - Fire Department  
PSMM - Police Sworn Mid Manager  
PS - Police Sergeant