

RESOLUTION NO. 2023-309

RESOLUTION OF THE MENDOCINO CITY COMMUNITY SERVICES DISTRICT  
TO ADOPT A STEP COMPENSATION PLAN FOR THE HOURLY EMPLOYEES AND AMEND  
SECTION 5.5 OF THE MCCSD PERSONNEL MANUAL

**WHEREAS**, the District is authorized and directed by Section 5.5 of the Mendocino City Community Services District Personnel Manual to prepare, revise, and administer a step plan of compensation, directly correlated with the position classification plan, providing a rate of pay for each class;

**WHEREAS**, the District is authorized by Section 5.7 A) of the Mendocino City Community Services District Personnel Manual to provide cost-of-living raises to offset inflation;

**WHEREAS**, the District desires to incorporate annual cost-of-living raises into the Section 5.5 step compensation plan exhibit A, by authorizing the Superintendent to amend exhibit A annually on July 1, of each year, using the California Department of Industrial Relations Consumer Price Index Calculator, with the index of California, Urban Wage and Clerical Workers, from April of the previous year through April of the Current year to determine the annual CPI change, to be incorporated when drafting the annual budget;

**WHEREAS**, years when CPI is zero or a negative number employee salaries and wages do not decrease, but no COLA increase is provided for that year;

**WHEREAS**, the District believes annual cost-of-living raise increases apply to all District employees regardless of step, pay rate, position classification, or number of years with the District;

**WHEREAS**, the District desires to amend the wording of section 5.5 of the Personnel Manual to read as follows: The District has a five year step Compensation plan (Section 5.5 exhibit A). During each year of employment all hourly employees will receive a job performance evaluation by the Superintendent. At the end of each year of employment, on the anniversary of hire date, for the first five years of employment the Superintendent will determine an automatic step compensation pay raise. At the end of five years employment or once an employee has reached step five, no additional step pay increases are offered. The District provides supplementary employee compensation through it Merit Award and Longevity Pay Programs. (See Personnel Manual for more details)

The Step Compensation Plan will be adjusted annually, at the start of each new fiscal year, July, 1 to include an annual Cost of Living adjustment.

The annual cost of living adjustment will be based on the Consumer Price Index Calculator used by the State of California Department of Industrial Relations using data from the US Bureau of Labor and Statistics.

<https://www.dir.ca.gov/oprl/CPI/CPICalculator/CpiCalculator.aspx>

The CPI Calculator will use the following index:

- 1) Select California as the Index
- 2) Select Urban Wage earners and Clerical Workers as the index type
- 3) Beginning in the month of April for the prior year
- 4) Ending in the month of April for the current year

The one year April-April CPI percentage calculated using this formula will be applied to the District step schedule and all employee salaries, and included into the draft annual budget for Board introduction/review in May and approval in June, to take effect July 1. If CPI is zero or negative for any given year, employee salaries will not decrease, but no annual COLA raise will be given for that year. The annual COLA increase will apply to all District staff including the Superintendent, effective July 1, and every year after, regardless of the step or number of years of employment. Any other District Superintendent compensation is directly negotiated with the Board of Directors.

**NOW, THEREFORE, IT IS RESOLVED**, that the Board of Directors hereby authorizes and directs the adoption and implementation of the recommendations made by the Personnel Committee to change the language of section 5.5 of the District Personnel Manual as stated above, and put in place certain existing hourly employee compensation rates as set forth in attached MCCSD Step Compensation Plan, Section 5.5 Exhibit A, to be effective for the pay period starting February 1, 2023, and amended annually on July 1.


**PASSED AND ADOPTED** by the Board of Directors of the Mendocino City Community Services District at the Regular Meeting on February 6, 2023 by the following vote:

**ROLL CALL VOTE: AYES: 5**  
**NOES: 0**  
**ABSENT: 0**

ATTEST:

  
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Katie Bates, District Secretary

  
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Dennak Murphy, Board President