

**SUPPLEMENTAL TO
AGENDA ITEM
ITEM 10.O.**

MOORPARK CITY COUNCIL

MEMORANDUM

TO: Honorable City Council

FROM: Deborah S. Traffenstedt, Deputy City Manager
BY: Jennifer Mellon, Administrative Services Manager

DATE: December 16, 2013 (CC Meeting of 12/18/13)

DST


SUBJECT: Memorandum Clarifying Addition of a Missing Line of Text

This memorandum and the corrected page 5 of the Salary Plan Resolution (attachment) are being distributed to you prior to the Regular City Council Meeting of December 18, 2013 due to an error that was identified in the document.

Under the Department Heads and City Manager category, line 3 was inadvertently deleted at some point in the recent past. Staff has re-inserted the line as it was previously approved by the City Council which corrects this error.

Department Heads and City Manager

61 to 120 Months of service – one percent (1.0%)
121 to 180 Months of service – one and one-half percent (1.5%)
181 – 240 Months of service – two percent (2.0%)
241 to 300 Months of service – two and one-half percent (2.5%)
301 or more Months of service – three percent (3.0%)

Management Employees

121 to 180 Months of service – one percent (1.0%)
181 to 240 Months of service – one and one-half percent (1.5%)
241 to 300 Months of service – two percent (2.0%)
301 or more Months of service – two and one-half percent (2.5%).

SECTION 7. Implementation of salary adjustments for positions noted in Section 1, herein, shall be limited by the performance review system. Employees shall be evaluated prior to their anniversary date, and salary adjustments shall be effective as of the first day of the pay period in which the anniversary date occurs.

SECTION 8. The implementation of this Salary Plan shall be effective beginning with the paycheck dated January 17, 2014.

SECTION 9. Resolution No. 2013-3210 is hereby rescinded in its entirety upon the effective pay period for this revised Salary Plan (paycheck dated January 17, 2014).

SECTION 10. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

PASSED AND ADOPTED this 18th day of December, 2013.

Janice S. Parvin, Mayor

ATTEST:

Maureen Benson, City Clerk

Exhibit A: Salary Schedules
(Hourly, Bi-weekly, and Monthly)