



DATE: November 10, 2015

CATEGORY: New Business

DEPT.: City Council

TITLE: **Adjust Compensation for City Attorney, City Clerk, and City Manager**

RECOMMENDATION

Adopt a Resolution Approving Compensation Increases for the City Attorney, City Clerk, and City Manager for Performance During the 2014-15 Fiscal Year, to be read in title only, further reading waived (Attachment 1 to the Council report), and authorize the Mayor to amend the employment agreements of Council appointees to reflect these terms.

BACKGROUND

City Council appointees receive annual performance evaluations and, as in the case with other City employees, may receive merit and/or equity increases and cost-of-living (COLA) compensation increases. Consistent with City Council Policy D-9, the City Council utilized a modified Standard Performance Evaluation Process to evaluate the performance of the City Attorney, City Clerk, and City Manager. As a result of that process, the City Council is considering salary increases for each Council appointee.

ANALYSIS

The City Council selects, appoints, and is responsible for the performance of three City officials: City Attorney, City Clerk, and City Manager. The 2015 performance evaluation process resulted in favorable overall ratings for the appointees; therefore, the City Council recommends compensation adjustments.

As indicated above, appointees may be considered each year for merit and/or equity adjustments in addition to COLA increases. Typically, Council appointees receive the same COLAs provided to other unrepresented employees; however, compensation increases are implemented at Council's direction. Other unrepresented employees received 4.0 percent COLAs effective June 21, 2015 and 2.0 percent COLAs effective June 19, 2016. They also received a one-time contribution of 21 hours of leave time for

Fiscal Year (FY) 2015-16, and another one-time contribution of 21 hours of leave time for FY 2016-17 for those who are employees on July 1, 2016. This leave must be used by pay period 2 of each respective year or it will be cashed out with pay period 2 payroll.

After evaluating the performance of each of the appointees and in comparing their compensation with those of their peers in comparable agencies, the City Council is supporting the following compensation adjustments for FY 2015-16, retroactive to June 21, 2015, and FY 2016-17, effective June 19, 2016:

City Attorney: 4.0 percent cost-of-living increase for FY 2015-16
 2.0 percent cost-of-living increase for FY 2016-17
 A one-time contribution of 21 hours of leave time for FY 2015-16
 A one-time contribution of 21 hours of leave time for FY 2016-17

City Clerk: 4.0 percent cost-of-living increase for FY 2015-16
 2.0 percent cost-of-living increase for FY 2016-17
 A one-time contribution of 21 hours of leave time for FY 2015-16
 A one-time contribution of 21 hours of leave time for FY 2016-17

City Manager: 4.0 percent cost-of-living increase for FY 2015-16
 2.0 percent cost-of-living increase for FY 2016-17
 A one-time contribution of 21 hours of leave time for FY 2015-16
 A one-time contribution of 21 hours of leave time for FY 2016-17

Each one-time contribution of 21 hours of leave time must be used by pay period 2 of each respective year or it will be cashed out with pay period 2 payroll. In addition, effective the pay period including November 10, 2015, the phone allowance for each of the appointees will be an amount equivalent to the cellular phone expense for the Councilmembers at the amount set forth in Council Policy A-2, Section 8(c), which is currently set at Fifty Dollars (\$50) per month.

FISCAL IMPACT

Funding for these salary and benefit increases is available in the Operating Budget for Fiscal Year 2015-16.

ALTERNATIVES

Provide alternative direction to staff regarding compensation for Council appointees.

PUBLIC NOTICING – Agenda posting.

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Attachment: 1. Resolution