



DATE: September 24, 2019

CATEGORY: New Business

DEPT.: City Council

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

RECOMMENDATION

Adopt a Resolution Approving Compensation Increases for the City Clerk and City Manager for Performance During Fiscal Year 2018-19, and Adopting a Revised Salary Plan Listed as Exhibit A to Reflect these Compensation Changes, to be read in title only, further reading waived (Attachment 1 to the Council report).

BACKGROUND

It is the City's practice to conduct annual performance evaluations for City employees and provide merit or step increases as appropriate. The City Council is responsible for evaluating the performance of the three City officials that it selects and appoints: City Attorney, City Clerk, and City Manager. These Council appointees receive annual performance evaluations in accordance with the Standard Performance Evaluation Process as outlined in City Council Policy D-9. As is the case with other City employees, Council appointees may receive compensation adjustments, including merit increases, equity adjustments, and cost-of-living adjustments (COLAs). Because the current City Attorney was appointed after the Fiscal Year 2018-19 evaluation period, this report addresses compensation adjustments for the positions of City Clerk and City Manager.

ANALYSIS

The 2019 Council appointee performance evaluation process included review of the City Clerk's and City Manager's Fiscal Year (FY) 2018-19 accomplishments, professional development, historical salary adjustments for the Council appointees and other unrepresented employees, and a comparison survey of City Clerk and City Manager compensation in other cities. Through this process, and after conducting performance evaluation sessions with the City Clerk and City Manager, the Council expressed

favorable overall ratings for the appointees' performance and determined that salary adjustments for both positions were warranted.

The City Council recommends the compensation adjustments outlined below be retroactive to June 30, 2019, which is the effective date for COLAs and merit increases for the other unrepresented employees. Retroactive compensation is necessary each fiscal year because the annual schedule for the Council appointee evaluation process routinely takes place after the close of the fiscal year.

City Clerk: 3.0 percent cost-of-living increase for FY 2019-20.
 4.0 percent merit increase for FY 2019-20.
 3.0 percent equity adjustment for FY 2019-20 to bring compensation
 for the position in line with the market.
 A one-time contribution of 21 hours of leave time for FY 2019-20.
 The one-time contribution of 21 hours of leave time must be used
 by Pay Period 2 of 2020 or any balance will be cashed out with Pay
 Period 2 payroll.

City Manager: 3.0 percent cost-of-living increase for FY 2019-20.

FISCAL IMPACT

There is sufficient funding for these salary increases available in the Fiscal Year 2019-20 Operating Budget.

ALTERNATIVE

Provide alternative direction to staff regarding compensation for Council appointees.

PUBLIC NOTICING – Agenda posting.

Prepared by:

Margaret Abe-Koga
Vice Mayor

MAK/ASR/5/CAM
001-09-24-19CR
190603

Attachment: 1. Resolution