



**DATE:** September 22, 2020

**CATEGORY:** New Business

**DEPT.:** City Council

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

### **RECOMMENDATION**

Adopt a Resolution Approving Compensation for the City Attorney, City Clerk, and City Manager, 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**

Compensation for City employees may be adjusted through: Cost-of-Living Adjustments (COLAs), which are typically established in labor agreements negotiated with the City's employee groups; merit or step increases, which are provided, as appropriate, through individual annual performance evaluations; and equity adjustments, which are based on labor market conditions for specific job classifications. For the three City officials appointed by the City Council (City Attorney, City Clerk, and City Manager), the City Council conducts an annual evaluation and determines appropriate compensation adjustments for adoption at a Council meeting. It has been Council's recent practice to consider COLAs for the three appointees as part of this process, rather than during the adoption of labor agreements and COLAs for other City employee groups.

### **ANALYSIS**

The 2020 Council appointee performance evaluation process was recently conducted with the City Attorney, City Clerk, and City Manager, and the Council expressed appreciation for the appointees' performance and determined that compensation adjustments for each position are warranted.

In recognition of the City's budget constraints, the City Council authorized providing a COLA equal to that provided to unrepresented managers during the adoption of labor agreements earlier this year, with no merit or equity adjustments being proposed at this

time. This reflects the Council's interest to be fiscally conservative in this time of economic uncertainty.

Consistent with the timing of the COLAs provided to other groups, the compensation adjustments outlined below will be retroactive to June 28, 2020. Retroactive compensation is necessary each fiscal year since the annual schedule for the Council appointee evaluation process routinely takes place after the close of the fiscal year.

In addition, the City Manager is eligible to request relocation assistance and a loan through City Council Policy D-13, Mountain View Employee Homebuyer and Relocation Assistance Program (Attachment 2). The Council previously approved the City Manager's participation in the home loan program with 5 percent equity and relocation assistance. Council authorizes modifying the terms of the loan in the policy to provide a loan for the City Manager, up to the median home price in Mountain View, to assist with purchasing a home in the City of Mountain View.

City Attorney            3.0 percent cost-of-living increase for Fiscal Year 2020-21.  
A one-time contribution of 40 hours of leave time for Fiscal Year 2020-21. The one-time contribution of 40 hours of leave time must be used by Pay Period 2 of 2021, or any balance will be cashed out with Pay Period 2 payroll.

City Clerk:              3.0 percent cost-of-living increase for Fiscal Year 2020-21.  
A one-time contribution of 40 hours of leave time for Fiscal Year 2020-21. The one-time contribution of 40 hours of leave time must be used by Pay Period 2 of 2021, or any balance will be cashed out with Pay Period 2 payroll.

City Manager:           3.0 percent cost-of-living increase for Fiscal Year 2020-21.  
A one-time contribution of 40 hours of leave time for Fiscal Year 2020-21. The one-time contribution of 40 hours of leave time must be used by Pay Period 2 of 2021, or any balance will be cashed out with Pay Period 2 payroll.  
Loan up to the median home price in Mountain View to assist with a purchase of a home in the City of Mountain View.

**FISCAL IMPACT**

There is budgeted funding for these salary increases in the Fiscal Year 2020-21 Adopted Operating Budget. There is currently funding available for City Council Policy D-13,

Mountain View Employee Homebuyer and Relocation Assistance Program, including for the City Manager to receive a loan up to median home price.

**ALTERNATIVES**

Provide alternative direction to staff regarding compensation for Council appointees.

**PUBLIC NOTICING** – Agenda posting.

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Attachments: 1. Resolution  
2. Council Policy D-13