



# COUNCIL REPORT

**DATE:** October 25, 2022  
**CATEGORY:** New Business  
**DEPT.:** City Council  
**TITLE:** **Compensation for Council Appointees**

## **RECOMMENDATION**

Adopt a Resolution of the City Council of the City of Mountain View Approving Annual Compensation Increase for the City Clerk and City Manager and Adopt a Revised Salary Plan, 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 or based on salary compaction between a manager and subordinate staff. 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 Regular Meeting of the City Council.

Per Council Policy D-9, Council Appointee Communications and Performance Evaluation Process, the City Attorney, City Clerk, and City Manager received the same annual cost-of-living (COLA) adjustment consistent with the unrepresented department heads, which was 5% this fiscal year, effective the pay period including July 1, 2022.

## **ANALYSIS**

The 2022 Council appointee performance evaluation process included review of their Fiscal Year 2021-22 accomplishments. For the City Attorney, this review covered the time from her appointment in April 2022 to the end of the fiscal year in June 2022. In addition to reviewing accomplishments, the process also included review of historical salary adjustments for the Council appointees, the current salary levels of the Council Appointees' direct reports and any compaction issues, and a market survey of City Attorney, City Clerk, and City Manager compensation in other cities.

Based on this review, the City Council has determined merit increases for the City Clerk and City Manager, as follows:

City Clerk                    3.0% merit increase

City Manager                4.0% merit increase

A merit increase was not considered at this time for the City Attorney as her employment with the City started in April 2022. She will be eligible for a merit increase in 2023.

The merit adjustments for the City Clerk and City Manager will be integrated with the COLA that was effective the pay period including July 1, 2022. Retroactive compensation is in alignment with the timing of merit increases provided to other employee groups and is reflective of the Council Appointee evaluation process, which routinely takes place after the close of the fiscal year.

**FISCAL IMPACT**

There is sufficient funding available for the salary increases in the Fiscal Year 2022-23 Adopted Budget.

**ALTERNATIVES**

Provide alternative direction to staff regarding compensation for Council appointees.

**PUBLIC NOTICING**—Agenda posting.

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Attachment:    1.    Resolution