

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL

SUBJECT: AMENDMENT TO THE CITY CLASSIFICATION AND SALARY PLAN TO INCREASE THE SALARY FOR THE CITY ATTORNEY AND TO MODIFY THE SALARY RANGE OF WATER DIRECTOR CLASSIFICATIONS

STAFF PRESENTER: RHONDA MCKINNON, INTERIM HUMAN RESOURCES DIRECTOR  
HUMAN RESOURCES DEPARTMENT

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Human Resources Department that the Council, by resolution, amend the City Classification and Salary Plan to increase the salary range of City Attorney by 10% and to modify the salary range of Water Director by increasing the top of the range by 5%, effective the first full pay period after Council approval of this resolution.

EXECUTIVE SUMMARY

At the request of the City Manager, the Human Resources Department conducted a total compensation survey for the executive classifications of City Attorney and Water Director. The results of the survey for the City Attorney classification indicated that the current total compensation is 5.90% below the market average. The City has an established practice of setting compensation at (+/-) 5% of the average of comparable agencies. The total compensation for the City Attorney falls below the market average and is outside the threshold of +/- 5%. The results of the survey for the Water Director indicated that the current compensation package is 2.18% above the market average. To bring the City Attorney's total compensation package to within the (+/-) 5% goal, and in the interest of remaining competitive in a tight employment market, it is recommended that the base salary for City Attorney be increased by 10% and the top of the range for Water Director be increased by 5%.

## BACKGROUND

1. The City Attorney position became vacant in June 17, 2016. A recruitment to fill this position is anticipated to open in December 2016 or January 2017.
2. The Water Director position became vacant on July 24, 2016 when the prior Director, David Guhin, accepted the position of Director of Planning & Economic Development. A recruitment for this position is currently underway. It is anticipated that it will be filled by January 1, 2017.

## PRIOR CITY COUNCIL REVIEW

Not applicable.

## ANALYSIS

The current annual salary for the City Attorney is \$202,380; by increasing the top of the range by 10%, the proposed annual salary will be \$222,618. The current annual salary for the Water Director is \$181,450; by increasing the top of the range by 5%, the proposed annual salary will be \$190,523. These moderate increases in the top of the range will enhance the City's ability to competitively recruit well-qualified and highly experienced candidates into these key executive roles.

## FISCAL IMPACT

The cost of the Water Director increase in Fiscal Year 2016-2017 is approximately \$6,543, including salary and benefits. The cost increase is absorbed by the Water and Wastewater Enterprise Funds and will not impact the General Fund. The future budgetary impact is approximately \$11,789 and will be integrated into next Fiscal Year's budget.

The cost of the City Attorney increase in Fiscal year 2016-2017 is approximately \$14,783, including salary and benefits. The cost increase is a General Fund expenditure. The future budgetary impact is approximately \$26,636 and will be integrated into next Fiscal Year's Budget.

## ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378."

## BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution

CONTACT

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