

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: AMY REEVE, HUMAN RESOURCES DIRECTOR
SUBJECT: APPROVAL OF AMENDMENT NO. 1 TO CITY MANAGER'S
EMPLOYMENT AGREEMENT AND INTRODUCE AN
ORDINANCE TO INCREASE THE COMPENSATION OF THE
CITY MANAGER BY PROVIDING, EFFECTIVE APRIL 10, 2022, A
2.5% COST OF LIVING SALARY ADJUSTMENT AND \$500
ANNUALLY FOR WELLNESS.

AGENDA ACTION: RESOLUTION AND ORDINANCE INTRODUCTION

RECOMMENDATION

It is recommended by the Human Resources Department that the Council: 1) by resolution, approve Amendment No. 1 to the Employment Agreement of the City Manager; and 2) introduce an Ordinance to increase the compensation of the City Manager by providing, effective April 10, 2022, a 2.5% Cost of Living Salary Adjustment and \$500 annually for wellness.

EXECUTIVE SUMMARY

The Human Resources Department recommends that the Council consider amending the Employment Agreement of the City Manager and introduce an Ordinance increasing the Compensation of the City Manager by providing the City Manager a 2.5% Cost of Living Salary Adjustment effective April 10, 2022, which is the same date that the Council previously approved this increase for Executive Management Staff; and \$500 annually for wellness.

BACKGROUND

The City Manager's salary and compensation are set by ordinance adopted by City Council as required by the City Charter, and the City's employment agreement with the City Manager is approved by the Council by resolution.

As established by ordinance, and provided in the City Manager's employment agreement ("Employment Agreement"), the City Manager's current salary is \$22,500 per month.

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The Employment Agreement currently provides that "the City Manager shall receive cost of living increases in salary, in accordance with the cost of living increases subsequently provided to other Executive Management employees of the City pursuant to the City's Compensation Plan for Executive Management employees," and that she "shall receive all other benefits provided to the City's executive management employees."

PRIOR CITY COUNCIL REVIEW

On December 7, 2021, City Council, by resolution RES-2021-221, appointed Maraskeshia Smith to the position of City Manager, approved the Employment Agreement – City Manager and authorized the Mayor to execute the agreement on behalf of the City.

On December 14, 2021, City Council adopted Ordinance ORD-2021-017 Establishing Salary and Other Compensation and Benefits for the City Manager, setting the City Manager's salary at \$22,500 per month.

On November 9, 2021, the Council approved resolution RES-2021-193, a three-year Wages, Hours and Other Terms and Conditions of Employment Agreement for Executive Management. This agreement provides \$500 annually for wellness, and effective April 10, 2022 a 2.5% cost of living salary adjustment.

ANALYSIS

The City Manager's Employment Agreement provides that "the City Manager shall receive cost of living increases in salary, in accordance with the cost of living increases subsequently provided to other Executive Management employees of the City pursuant to the City's Compensation Plan for Executive Management employees."

On November 9, 2021, the Council approved resolution RES-2021-193, a three-year Wages, Hours and Other Terms and Conditions of Employment Agreement for Executive Management. This agreement provides \$500 annually for wellness; and effective April 10, 2022 a 2.5% cost of living salary adjustment.

To provide the City Manager with the same cost of living salary adjustment provided to the executive management team in Fiscal Year 2021-2022, Council must approve, by resolution, an amendment to the City Manager Employment Agreement and adopt an Ordinance establishing the City Manager's new compensation.

FISCAL IMPACT

Approval of this action does not have a fiscal impact. Funds were appropriated in the previously adopted midyear budget amendment for this fiscal year.

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 Guidelines Section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution/Exhibit A - Amendment No. 1 to Employment Agreement
- Ordinance

CONTACT

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