

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL

FROM: RHONDA MCKINNON, INTERIM HUMAN RESOURCES  
DIRECTOR  
HUMAN RESOURCES DEPARTMENT

SUBJECT: APPROVAL OF AMENDMENT NO. 1 TO CITY MANAGER  
EMPLOYMENT AGREEMENT AND ORDINANCE ESTABLISHING  
SALARY

AGENDA ACTION: RESOLUTION AND ORDINANCE

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RECOMMENDATION

It is recommended that the City Council: (1) by resolution, approve Amendment No. 1 to the City Manager's Employment Agreement granting a two and one half percent (2.5%) cost of living adjustment; and (2) introduce an Ordinance Establishing Salary for the City Manager.

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EXECUTIVE SUMMARY

By adopting this resolution, Council will comply with its agreement with the City Manager dated August 5, 2014. This action satisfies Council Goal 2A, "Promote a City Organization that is Service - Sustainable and Maintains Employee Morale."

BACKGROUND

1. This item was brought before Council on August 9, 2016 and was approved. A clerical mistake was found, the City Managers salary did not reflect the 2.5% increase. Because of the errors in the amendment and the ordinance, this item must be re-introduced to Council for approval.
2. The City and the City Manager entered into an Employment Agreement on August 5, 2014.
3. The City Manager is not represented in the process of determining wages, hours and other terms and conditions of employment.

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4. By virtue of the employment contract of the City Manager that was approved by Council, the salary and benefits of the City Manager shall change by the same percentage of the annual salary and benefits adjustment, if any, paid to the City's executive management.
5. On July 26, 2016, the Council approved by resolution a 2.5% cost of living increase effective July 10, 2016, for executive management (Unit 10 - Executive Management)

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

The Council recognizes in their agreement with the City Manager that the salary should be set at a reasonable differential higher than executive management that report directly to the City Manager. With the cost of living adjustment being made to the executive management employees, this action maintains the agreement between Council and the City Manager.

The City Charter mandates that adjustments in the City Manager's salary be done through the ordinance process.

FISCAL IMPACT

The cost of this action is \$5,900 for Fiscal Year 16-17 and \$6,033 ongoing. This is a General Fund expenditure.

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.

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ATTACHMENTS

- Attachment 1 – Amendment #1
- Resolution
- Ordinance

CONTACT

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