



# Memorandum

**TO:** CITY COUNCIL

**FROM:** Sam Liccardo

**SUBJECT:** SEE BELOW

**DATE:** June 16, 2021

Approved:

Date:

June 21, 2021

**SUBJECT: MERIT INCREASES AND ADDITIONAL EXECUTIVE LEAVE FOR COUNCIL APPOINTEES**

## **RECOMMENDATION**

Adopt a resolution:

- A. Approving a 2.5% merit increase for the City Manager and City Clerk effective July 1, 2020, and amend the City of San Jose Pay Plan if necessary; and
- B. Approving a 2.5% merit increase for the City Manager, City Attorney, and City Clerk effective July 1, 2021, and amend the City of San Jose Pay Plan if necessary; and
- C. Granting an additional forty (40) hours of executive leave to the City Manager and City Clerk for the payroll calendar year 2021; and
- D. Granting an additional forty (40) hours of executive leave to the City Attorney and City Clerk for the payroll calendar year 2022.

## **OUTCOME**

Adoption of this resolution and authorization to approve compensation changes will result in a merit increase and additional executive leave for Council Appointees for the performance review period of July 1, 2019 through June 30, 2020 and for the performance review period of July 1, 2020 through June 30, 2021, as applicable.

## **BACKGROUND**

Council Appointees are subject to annual performance reviews by the City Council, and similar to the MPP program, the Council must approve merit increases for Council Appointees based on job

HONORABLE MAYOR AND CITY COUNCIL

June 15, 2021

**Subject: Approval of Changes to Compensation for Council Appointees**

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performance. Based on their favorable annual performance reviews, I recommend the following consistent with the process the City has implemented for Unit 99 performance evaluations under the MPP-program: 2.5% merit increases for the City Manager and City Clerk effective July 1, 2020, and an additional forty (40) hours of executive leave for these Council Appointees for the calendar year 2021; and a 2.5% merit increases for the City Manager, City Attorney, and City Clerk effective July 1, 2021, and an additional forty (40) hours of executive leave for the calendar year 2022 for the City Attorney and City Clerk.

The City Attorney was appointed November 3, 2020 and was not eligible for a merit increase until July 1, 2021. The City Auditor and Independent Police Auditor merit increases and additional executive leave are included separately in their agenda items.

These actions will be absorbed by each Council Appointee Office budget.