



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Toni J. Taber, CMC  
City Clerk

**SUBJECT:** SEE BELOW

**DATE:** November 19, 2024

---

**SUBJECT: Annual Merit Increases and Additional Executive Leave for Council Appointees**

**Recommendation**

As recommended by the Rules and Open Government Committee on November 13, 2024, adopt a resolution approving a 2.5% merit increase for the City Manager, City Attorney, and City Auditor retroactively effective to July 1, 2024, and granting an additional forty (40) hours of executive leave to each of these Council Appointees for the payroll calendar year 2025; and approving a 1% merit increase for the City Clerk retroactively effective to July 1, 2024, and granting an additional twenty-four (24) hours of executive leave for the payroll calendar year 2025.

CEQA: Not a Project, File No. PP17-010, City Organizational and Administrative Activities resulting in no changes to the physical environment. (Mayor)

[Rules Committee referral 11/13/2024 - Item C.1]



# Memorandum

**TO:** CITY COUNCIL

**DATE:** November 6, 2024

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

**Approved:**

**Date:** November 6, 2024

## RECOMMENDATION

Adopt a resolution:

- A. Approving a 2.5% merit increase for the City Manager, City Attorney, and City Auditor retroactively effective to July 1, 2024, and granting an additional forty (40) hours of executive leave to each of these Council Appointees for the payroll calendar year 2025; and approving a 1% merit increase for the City Clerk retroactively effective to July 1, 2024, and granting an additional twenty-four (24) hours of executive leave for the payroll calendar year 2025.
- B. Place this item on the November 19, 2024 Council Agenda for Action.

## OUTCOME

Adoption of this resolution and authorization to approve compensation changes will result in an annual merit increase and additional executive leave for Council appointees consistent with the City's longtime Management Performance Program (MPP).

## DISCUSSION

Council Appointees are subject to annual performance reviews by the City Council, and as with the MPP Program, the Council must approve merit increases for Council Appointees based on job performance. Based on their favorable annual performance reviews, I recommend a 2.5% merit increase for the City Manager, City Attorney, and City Auditor retroactively effective July 1, 2024, and an additional forty (40) hours of executive leave to each of these Council Appointees, consistent with the process that has been implemented for Unit 99 performance evaluations under the MPP Program. I also recommend a 1% merit increase for the City Clerk

retroactively effective July 1, 2024, and an additional twenty-four (24) hours of executive leave to the City Clerk, consistent with the process that has been implemented for Unit 99 performance evaluations under the MPP Program.

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