



# Memorandum

**TO:** CITY COUNCIL

**FROM:** Sam Liccardo

**SUBJECT:** SEE BELOW

**DATE:** December 2, 2019

Approved:

Date: 12/5/19

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

## RECOMMENDATION

Adopt a resolution:

- A. Approving a 2.5% merit increase for the City Manager, City Attorney, Independent Police Auditor, City Clerk, and City Auditor effective July 1, 2019, and granting an additional forty (40) hours of executive leave to each of these Council Appointees for the payroll calendar year 2020.

## OUTCOME

Adoption of this resolution and authorization to approve compensation changes will result in an annual merit increase for Council Appointees for the performance review period of July 1, 2018 through June 30, 2019.

## BACKGROUND

In 2018, the City Council approved a resolution for Council Appointees (City Manager, City Attorney, City Clerk, Independent Police Auditor, and City Auditor) to receive general wages increases consistent with compensation and benefits changes for Unit 99 Executive Management and Professional Employees, for Fiscal Years 2018-2019, 2019-2020, and 2020-2021, and amend the pay plan, if necessary. This approval for Council Appointees was based upon similar increases that have been negotiated with most of the City's non-sworn bargaining units. Specifically, Executive Management (Unit 99) and other unrepresented non-management employees received a 3% general wage increase effective July 1, 2019, which includes an ongoing 5% non-pensionable wage increase that was effective on July 1, 2018.

While Council Appointees are subject to the compensation and benefits set forth in the Unit 99 Compensation Summary for Fiscal Years 2018-2019, 2019-2020, and 2020-2021, they are not governed by the City's Management Performance Program (MPP), which is intended to: (1)

HONORABLE MAYOR AND CITY COUNCIL

December 17, 2019

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

Page 2 of 2

increase the accountability of City Management employees by ensuring that their job performance is evaluated at least annually, and (2) reinforce and recognize job performance results that exceed pre-established targets and expectations. Under the MPP, a management employee is eligible for up to a 2.5% merit increase and an additional forty hours (40) hours of executive leave.

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 performance. Based on their favorable annual performance reviews, I recommend 2.5% merit increases for the City Manager, City Attorney, City Auditor, Independent Police Auditor, and City Clerk effective July 1, 2019 and an additional forty (40) hours of executive leave, consistent with the process we've implemented for Unit 99 performance evaluations under the MPP program.

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