



DATE: June 22, 2021

TO: Mayor and City Council

FROM: Director of Finance

SUBJECT: City Clerk Concessions Repayment: Adopt a Resolution Approving A Foregone Cost-Of-Living Adjustment and a One-Time Lump Sum Payment to the City Clerk

RECOMMENDATION

That Council adopts a resolution (Attachment II) approving a foregone cost-of-living adjustment (COLA) and a one-time lump sum payment to the City Clerk.

SUMMARY

The current employment agreement between the City of Hayward and the City Clerk expires on June 30, 2025. Pursuant to the previous agreement between the City and the City Clerk, the City Clerk was entitled to a COLA for the pay period including July 1, 2020. As approved by Council on June 23, 2020, the City Clerk agreed to forego the COLA originally due to her the pay period including July 1, 2020 because of a projected revenue shortfall resulting from impacts of the COVID-19 pandemic. As Fiscal Year 2021 comes to a close, the City has determined that actual revenues have exceeded projections. Consequently, Council has expressed a desire to restore the agreed upon concessions that staff provided at the outset of Fiscal Year 2021, including the City Clerk's foregone COLA.

BACKGROUND AND DISCUSSION

Pursuant to the previous agreement between the City and the City Clerk, the City Clerk was entitled to a 2% COLA for the pay period, including July 1, 2020. On June 23, 2020, Council approved an amended Salary Plan effective the pay period including July 1, 2020, that included labor concessions and the City Clerk's agreement to forego her COLA originally due to her the pay period including July 1, 2020. The revenues for Fiscal Year 2021 have surpassed budget projections, and Council would like to restore the agreed upon increases that employees agreed to forego to partner with the City in mitigating the negative fiscal impacts of the projected shortfalls. If approved, the City would provide a two percent (2%) COLA effective the pay period including July 1, 2021. The City Clerk would also receive a one-time, lump sum cash payment in an amount equal to two percent (2%) of base salary

effective the pay period including July 1, 2021 to repay the amount of the forgone COLA as a concession, consistent with Council's expressed intent with City employees.

FISCAL IMPACT

If approved, the Council action would result in an estimated fiscal impact of \$2,992.70.

STRATEGIC ROADMAP

This agenda item is a routine operational item and does not relate to any of the six priorities outlined in the Council's Strategic Roadmap.

NEXT STEPS

If approved, staff will implement the COLA and the one-time lump sum payment to the City Clerk.

Prepared by: Kakshi Master, Senior Human Resources Analyst

Recommended by: Dustin Claussen, Director of Finance/Interim Director of Human Resources

Approved by:



Barbara Halliday, Mayor