



**DATE:** April 22, 2025

**TO:** Mayor and City Council

**FROM:** Director of Human Resources

**SUBJECT:** Council-Appointed Officer's Employment Agreements: Adopt Resolutions Approving New Employment Agreements Between the City of Hayward and the City Attorney and Between the City of Hayward and the City Clerk, and Authorize the Mayor to Execute the Agreements

### **RECOMMENDATION**

That Council adopts resolutions (Attachments II and III) approving new employment agreements between the City of Hayward and the City Attorney and between the City of Hayward and the City Clerk, and authorize the Mayor to execute the agreements.

### **SUMMARY**

Pursuant to the employment agreements between the City of Hayward and its Council-Appointed Officers ("CAOs"), subject to evaluation and performance, City Council may increase the salaries of the CAOs by resolution. The current employment agreements between the City of Hayward and the City Attorney and between the City of Hayward and the City Clerk both expire on June 30, 2025.

In February 2025, a total compensation market study was completed for the CAOs and employment agreement provisions were reviewed. If approved, the new employment agreement for the City Attorney will include modifications to increase the Personal Equipment and Automobile allowance and Cost of Living Adjustments (COLAs); and the new employment agreement for the City Clerk will include salary adjustments for equity and COLAs.

### **BACKGROUND AND DISCUSSION**

The results of a total compensation market study completed in February 2025 indicated the City Clerk's salary is approximately thirteen and eighty-two hundredths percent (13.82%) below the market median for the position. The market study showed that the City Attorney's salary is four hundredths of a percent (.04%) above market median.

The City appreciates and understands the value of keeping salaries for the CAOs competitive within the comparable market and the importance of consistency and retaining current talent.

Therefore, the proposed new employment agreements would provide for an equity increase of thirteen and eighty-two hundredths percent (13.82%) for the City Clerk to bring the classification to market median and COLAs for both the City Clerk and City Attorney to maintain salaries with the market.

The new employment agreement for the City Attorney will also include an increase in the monthly personal equipment and automobile allowance from four hundred and fifty dollars (\$450.00) to five hundred dollars (\$500.00).

If approved, the proposed new employment agreements would place the City Clerk 0.36% above the market median behind the cities of Berkeley, Oakland, Richmond, Alameda, and San Mateo; and will allow for maintenance of salary through COLAs for both the City Clerk and City Attorney.

### **FISCAL IMPACT**

If approved, the City Clerk's new Employment Agreement would result in an estimated fiscal impact of \$12,025 to the General Fund for this fiscal year and \$48,100 for FY 2025-26. The City Attorney's new Employment Agreement would result in an estimated fiscal impact of \$4,500 to the General Fund for this fiscal year and \$18,000 for FY 2025-26.

### **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 finalize the amended employment agreements and coordinate implementation of the salary and compensation changes with Payroll.

*Prepared by:* Brittney Frye, Director of Human Resources

*Recommended by:* Regina Youngblood, Assistant City Manager

*Approved by:*

A handwritten signature in blue ink, appearing to be 'ML' followed by a stylized flourish.

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Mark Salinas, Mayor