



DATE: June 20, 2023

TO: Mayor and City Council

FROM: Director of Human Resources

SUBJECT: Council-Appointed Officers' Employment Agreements: Adopt Resolutions Approving Amendments to the Employment Agreements Between the City of Hayward and the City Attorney and City Clerk and a Resolution Approving a New Employment Agreement between the City of Hayward and the City Manager and Authorizing the Mayor to Execute the Agreements

RECOMMENDATION

That Council adopts resolutions (Attachments II, III, and IV) approving amendments to the employment agreements between the City of Hayward and the City Attorney, City Clerk, and a new employment agreement between the City of Hayward and the City Manager and authorizes 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 both the City Attorney and City Clerk expire June 30, 2025, while the City Manager's current employment agreement expires June 30, 2023.

In May 2023, a total compensation market study was completed for the CAOs. If approved, the CAOs' amended employment agreements will contain equity increases effective the pay period including July 1, 2023.

BACKGROUND AND DISCUSSION

The results of a total compensation market study completed in May 2023 indicated the City Attorney's salary is currently approximately fifteen percent (15%) below the market median for the position, the City Clerk's salary is approximately ten percent (10%) below the market median, and the City Manager's salary is approximately sixteen percent (16%) below the market median.

The City appreciates and understands the value of keeping salaries for the CAOs competitive within the comparable market and the importance of retaining current talent and consistency. Therefore, the proposed amendments would provide for equity increases

for the CAOs including a 21.9% salary adjustment for the City Attorney, a 13.89% salary adjustment for the City Clerk, and a new employment agreement for the City Manager beginning July 1, 2023 through June 30, 2028, which includes a 19.9% salary adjustment and an increase to the personal equipment stipend from four hundred and fifty (\$450) to one-thousand five hundred dollars (\$1,500.00) per month, effective the pay period including July 1, 2023. Personal equipment includes, but is not limited to cell phone, iPad, laptop, printers, etc. as well as automobile allowance.

If approved, these proposed amendments to the total compensation of the Council Appointed Officers would place the City Attorney 4.13% above the market median and behind the Cities of Fremont, Palo Alto, Santa Clara, and Daly City; the City Clerk 4.4% above the market median and behind the cities of Berkeley, Alameda, and San Mateo; and the City Manager 4.75% above the market median and behind the cities of Santa Clara, Fremont, Berkeley and Palo Alto.

FISCAL IMPACT

If approved, the amendment to the City Attorney Employment Agreement would result in an estimated fiscal impact of \$71,714 to the General Fund. The amendment to the City Clerk Employment agreement would result in an estimated fiscal impact of \$29,434 to the General Fund. Finally, the City Manager's new Employment Agreement would result in an estimated fiscal impact of \$81,729.

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.

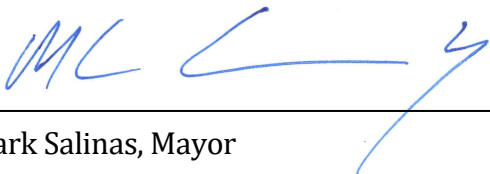
NEXT STEPS

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:



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Mark Salinas, Mayor