

Cover Memo

File #: LB 20-022, Version: 1

**DATE:** May 19, 2020

**TO:** Mayor and City Council

FROM: Assistant City Manager/Interim Director of Human Resources

## **SUBJECT**

Adopt Resolutions Amending the Employment Agreement Between the City Manager and the City of Hayward to Eliminate the City Manager's July 2020 Scheduled 2% Cost of Living Adjustment and Authorizing the Mayor to Execute the Agreement and Reducing the Mayor and City Council's Salary by 2% and the Mayor and Council's Travel and Miscellaneous Budget by 50% for Fiscal Year 2021

## RECOMMENDATION

That Council adopts a Resolution (Attachment II) authorizing a single amendment to the employment agreement between the City of Hayward and the City Manager, Kelly McAdoo, to eliminate the City Manager's July 2020 scheduled 2% Cost of Living Adjustment (COLA) and authorizing the Mayor to execute the agreement on behalf of the City Council, and that Council adopts a resolution (Attachment III) reducing the Mayor and Council's salary by 2% and the City Council's travel and miscellaneous budget by 50% for Fiscal Year 2021.

## SUMMARY

If the attached Resolutions are approved, the City Manager's five-year contract will be amended to reflect the elimination of a 2% COLA scheduled for July 1, 2020. Furthermore, the Mayor and Council's salary will be reduced by 2% and the Council's travel and miscellaneous budget will be reduced by 50% for Fiscal Year 2021.

## ATTACHMENTS

Attachment I	Staff Report
Attachment II	Resolution: Amending City Manager's Employment Agreement
Attachment III	Resolution: Mayor and Council Reduction of Salary and Budget for
	FY 2021