



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: JUNE 27, 2017**
FROM: MAYOR PRO TEM GARDNER **WARD: ALL**
SUBJECT: CITY CLERK EMPLOYMENT AGREEMENT

ISSUE:

Approve an updated employment agreement for Colleen J. Nicol, City Clerk.

RECOMMENDATIONS:

That the City Council:

1. Approve the updated employment agreement with Colleen J. Nicol, City Clerk, as presented;
2. Authorize the Mayor and Mayor Pro Tem to execute the agreement; and
3. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect change to car allowance for the City Clerk.

BACKGROUND:

The first employment agreement with Colleen J. Nicol to serve as City Clerk was executed on August 9, 1996, and later amended three times, most recently on April 6, 1999. In connection with the City Clerk's recent annual performance evaluation, the City Council wished to update the employment agreement with City Clerk Colleen J. Nicol. Mayor Pro Tem Gardner was requested to negotiate the terms to, in part, mirror the other Charter Officers. Differences are acknowledged in the final proposed terms related to employee pension contributions and salary adjustments within a salary range, as the City Manager and City Attorney currently pay the employee share of pension contribution and are compensated at a specified level, not within an established salary range.

Incremental assumption of the employee contribution to PERS at 2% per year with off-setting salary adjustments matches negotiations with City bargaining units for Classic employees. The proposed agreement brings the City Clerk's employment terms for auto allowance and severance to those of the other two Charter Officers.

FISCAL IMPACT:

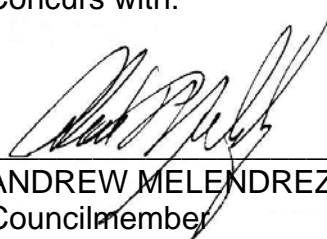
Upon completion of a satisfactory performance evaluation, the agreement provides for annual five percent merit increases until the top of the range is reached. Cost of living adjustments to the salary range will be the same as negotiated with other Executive employees. Beginning January 1, 2018, the employee will pay 2% of pension obligations offset by a corresponding 2% salary adjustment to be followed in like manner by an additional 2% in three subsequent years reaching the full 8% employee contribution share on January 1, 2021. Employee's automobile allowance will increase monthly by \$100 to \$500. The current salary of the City Clerk is \$170,568. All fiscal impacts will be absorbed within the current City Clerk's Office two-year Budget.

Prepared by:



MICHAEL C. GARDNER
Mayor Pro Tem

Concurs with:



ANDREW MELENDREZ
Councilmember

Approved as to form: Gary G. Geuss, City Attorney

Attachment:

1. Employment Agreement
2. Resolution