



Date: January 29, 2008

To: Patrick H. West, City Manager

From: Lori Ann Farrell, Director of Financial Management *LA*
Suzanne R. Mason, Director of Human Resources

For: Members of the Budget Oversight Committee

Subject: **City Council Notification of Employee Pay Increases**

At the November 6, 2007 Budget Oversight Committee (BOC) meeting, the BOC inquired about a policy requiring notification to City Council when a City employee receives a pay increase greater than a cost of living adjustment. Below is a discussion of the ways that compensation information is currently readily available to the City Council and the community.

Compensation information is made available to the City Council and public through the following means:

Salary Resolution

Following budget adoption, an amended Salary Resolution is adopted by the City Council on an annual basis. The Salary Resolution articulates all changes in employee compensation, including wage, skill pay and other adjustments. In addition to the compensation changes, the amended Salary Resolution also explains the reason for each change, such as adjustment to minimum wage or to address a recruitment and retention issue.

Negotiated MOUs

Updated Memorandums of Understanding (MOUs) between labor unions and the City are presented to the City Council for adoption and are also maintained on the Human Resources Department website.

Budget Book

The annual Adopted Budget Book lists all classification titles in the entire City with salary and fringe benefit information by department.

Please let us know if you have any questions or require further information.

CC: MAYOR AND MEMBERS OF THE CITY COUNCIL
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THOMAS M. REEVES, CITY PROSECUTOR
LAURA DOUD, CITY AUDITOR
SUZANNE FRICK, ASSISTANT CITY MANAGER
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