



Agenda Item No. 9d.

Staff Report

Date: September 8, 2016
To: Mayor and Council Members
From: Gregory W. Stepanicich, Town Attorney
Subject: Resolution providing for approval of Amendment to Town Manager Employment Agreement and Town Salary Schedule

Recommendation

Adopt Resolution No. 1966, approving amendment of the Town Manager's employment agreement and providing for a 2.5% increase in annual salary.

Background and discussion

Joe Chinn became Town Manager August 1, 2015. His employment agreement provides for an annual performance and compensation review. The Town Council and Town Manager recently completed the review. The only change to the employment agreement is a proposed salary adjustment. In compliance with the California Government Code and related California Public Employees' Retirement System regulations, the proposal also includes updating the Town's salary schedule with the Town Manager's revised salary.

Fiscal, resource and timeline impacts

The amendment provides for a 2.5% increase in the annual salary of the Town Manager, retroactive to the Manager's one year anniversary on August 1, 2016.

Alternative actions

No alternative action is recommended.

Environmental review (if applicable)

N/A

Attachment

- Resolution No. 1966
- Amendment Number 1
- Salary Schedule

TOWN OF ROSS

RESOLUTION NO. 1966

A RESOLUTION OF THE TOWN OF ROSS APPROVING AMENDMENT NUMBER 1 TO THE TOWN MANAGER EMPLOYMENT AGREEMENT AND AMENDING THE TOWN'S SALARY SCHEDULE

WHEREAS, the Town of Ross and Joseph J. Chinn entered into an employment agreement (Agreement) as of July 9, 2015, with the initial term of employment commencing on August 1, 2015; and

WHEREAS, the Agreement, in Section 5, provides for and the Parties recently completed an annual performance and salary review; and

WHEREAS, the Parties now wish to amend the Agreement; and

WHEREAS, the Ross Town Council further desires to amend the Town's salary schedule to update the Town Manager's salary.

NOW THEREFORE BE IT RESOLVED, the Town Council of the Town of Ross hereby approves Amendment No. 1 to the Agreement, attached, and authorizes the Mayor to sign the Amendment.

BE IT FURTHER RESOLVED, that the Town of Ross Salary Schedule (attached) is amended to include the Town Manager's revised full-time annual salary of \$195,775, effective August 1, 2016.

The foregoing resolution was duly and regularly adopted by the Ross Town Council at its regular meeting held on the 8th day of September 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elizabeth Robbins, Mayor Pro Tempore

ATTEST:

Linda Lopez, Town Clerk

**AMENDMENT NUMBER 1 TO
TOWN MANAGER EMPLOYMENT AGREEMENT BETWEEN
THE TOWN OF ROSS AND JOSEPH J. CHINN**

The Employment Agreement (“Agreement”) by and between the Town of Ross, a California municipal corporation (“Town” or “Employer”), and Joseph J. Chinn, an individual (“Employee”) made and entered into as of July 9, 2015, is hereby amended as provided in this Amendment No. 1 (“Amendment”). This Amendment No. 1 is dated September 8, 2016 for identification purposes.

RECITALS

- A. The Parties previously entered into the Agreement, as cited above.
- B. The Town Council recently completed the annual performance and salary review provided under Section 5 of the Agreement.
- C. Following the review and exercising its discretion, the Town Council desires to grant Town Manager a 2.5% salary adjustment.
- D. The Parties desire to amend the Agreement to implement the salary adjustment, effective on the anniversary date of the employment, August 1, 2016.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, Town and Employee agree as follows:

1. Section 4.A.1 is hereby amended to provide a 2.5% increase in base salary from \$191,000 to \$195,775 and to read in its entirety as follows:

A. “Annual Salary.

(1) “Annual Salary. Effective August 1, 2016, Town shall pay Employee an annual base salary of \$195,775.00. The annual base salary will be prorated and paid on Town’s normal paydays, subject to legally permissible or required withholding. Employee’s annual base salary is compensation for all hours worked and for all services under this Agreement, including those duties to staff JPAs, serving as an Executive Officer (as assigned) for the Ross Valley Fire Department or any other appointment associated with the Town. Employee shall be exempt from the overtime pay provisions of California law (if any) and federal law.”

2. Except as expressly modified by this Amendment, all provisions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed and executed personally or on its behalf by its duly authorized representative.

EMPLOYEE

JOSEPH J. CHINN

TOWN OF ROSS

By: _____
KATHLEEN HOERTKORN, MAYOR,
TOWN OF ROSS

ATTEST:

_____(Seal)
Town Clerk

TOWN OF ROSS
SALARY SCHEDULE
Revised September 8, 2016

		<i>Rates Effective first full payroll FYE17</i>				
		Hourly Rate	Per Month			
Department/Position	Unit	Salary	Step A	Step B	Step C	Step D
TOWN MANAGER						
approved by Resolution No. 1966 adopted 9/8/16						
Town Manager	<i>Unrepresented</i>	\$ 16,315	--	--	--	--
Deferred Compensation - 6% of salary						
Auto Allowance \$400/month						
Relocation Allowance not to exceed \$10,000 (FYE16 only)						
ADMINISTRATION/PLANNING						
approved by budget Resolution No. 1952 adopted 6/14/16						
Administrative Manager/Town Clerk	<i>Unrepresented</i>	\$ 7,370	--	--	--	--
Planning Manager	<i>Unrepresented</i>	--	\$ 9,167	\$ 9,625	\$ 10,106	\$ 10,612
Town Treasurer	<i>Unrepresented</i>	\$ 250	--	--	--	--
Office Assistant (333.33 hrs)	<i>Unrepresented</i>	\$22.55				
PUBLIC WORKS						
approved by budget Resolution No. 1952 adopted 6/14/16						
Street Superintendent	<i>Unrepresented</i>	\$ 8,210	--	--	--	--
Building Dept. Secretary (3/4 Time)	<i>Unrepresented</i>	\$35.22				
Maintenance Worker	<i>Unrepresented</i>	--	\$ 4,167	\$ 4,375	\$ 4,594	\$ 4,824
POLICE CHIEF						
approved by Resolution 1942 adopted 3/10/16						
Police Chief	<i>Unrepresented</i>	\$ 11,254	--	--	--	--
Education pay of \$250/month						
Employee pays 10% share of PERS						
POLICE						
approved by Resolution No. 1923 adopted 11/12/15						
Police Sergeant	<i>Ross Police Officers Assn</i>	--	\$ 7,462	\$ 7,836	\$ 8,228	\$ 8,639
Police Officer	<i>Ross Police Officers Assn</i>	--	\$ 6,325	\$ 6,641	\$ 6,974	\$ 7,322
MOU also calls for:						
Longevity pay of 2.5% - 5% of salary						
Education pay of \$50 to \$300 per month						
Shift differential pay of 5% for night hours						
Holiday in lieu pay for 12 holidays per year						
Uniform pay of \$1,000/year						
RECREATION						
approved by budget Resolution No. 1952 adopted 6/14/16						
Recreation Manager (3/4 time)	<i>Unrepresented</i>	\$ 6,667	--	--	--	--
Recreation Specialist	<i>Unrepresented</i>	\$27.55 - \$34.85				
Office Assistant (666.66 hrs)	<i>Unrepresented</i>	\$22.55				
Clerk	<i>Unrepresented</i>	\$21.53 - \$26.17				
Head Preschool Teacher	<i>Unrepresented</i>	\$22.55 - \$35.88				
Preschool Teacher	<i>Unrepresented</i>	\$18.45 - \$30.24				
Preschool Substitute	<i>Unrepresented</i>	\$18.45 - \$20.50				
Recreation Instructor/Program Lead	<i>Unrepresented</i>	\$15.00 - \$78.00				
Recreation Leader	<i>Unrepresented</i>	\$10.00 - \$13.00				
approved by budget Resolution No. 1952 adopted 6/14/16						
Administrative Assistant	<i>Unrepresented</i>	\$25.61 - \$31.12				