



**Staff Report**

**Date:** December 14, 2023

**To:** Mayor Brekhus and Council Members

**From:** Benjamin Stock, Town Attorney

**Subject:** Resolution approving the second amendment to the Town Manager's Employment Agreement and amendment to Town's Salary Schedule

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**Recommendation**

It is recommended that the Town Council consider adopting Resolution No. 2350, approving the second amendment to the Town Manager's employment agreement to increase her annual salary 5% to \$259,087.50 effective November 8, 2023; 3% to \$266,860.12 effective November 8, 2024; amending the Town's salary schedule to reflect the amendment; and authorizing the Mayor to execute the amendment.

**Background and discussion**

Christa Johnson became Town Manager on November 8, 2021. Her employment agreement provides for an annual performance review. The Town Council recently completed the review. The only material change to the employment agreement proposed is a salary increase of 5% for the year effective November 8, 2023. The employment agreement maintains the previously approved annual 3% salary increase effective November 8, 2024. 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 5.0% increase in the annual salary of the Town Manager, effective to the Manager's employment anniversary date of November 8, 2023.

**Alternative actions**

No alternative action is recommended.

**Attachments**

- Resolution No. 2350 (with attached Employment Agreement Second Amendment and Salary Schedule)

# **TOWN OF ROSS**

## **RESOLUTION NO. 2350**

### **A RESOLUTION OF THE TOWN OF ROSS APPROVING A SECOND AMENDMENT TO THE TOWN MANAGER EMPLOYMENT AGREEMENT AND AMENDING THE TOWN'S SALARY SCHEDULE**

**WHEREAS**, the Town of Ross and Christa L. Johnson entered into an employment agreement (Agreement) dated November 8, 2021; and

**WHEREAS**, the Town of Ross and Christa L. Johnson entered into an amended employment agreement (Agreement) dated November 8, 2022; and

**WHEREAS**, the Parties recently completed an annual performance review; and

**WHEREAS**, the Parties now wish to enter into an amendment to the Town Manager Employment Agreement to provide the Town Manager with a 5% annual salary increase effective November 8, 2023 and to maintain the previously approved 3% annual salary increase effective on November 8, 2024; and

**WHEREAS**, the Ross Town Council further desires to amend the Town's salary schedule to update the Town Manager's salary in accordance with the action taken by this resolution.

**NOW THEREFORE BE IT RESOLVED**, the Town Council of the Town of Ross hereby approves the second amendment, attached hereto, and authorizes the Mayor to sign the amendment.

**BE IT FURTHER RESOLVED**, that the Town of Ross Salary Schedule attached hereto is amended to reflect the Town Manager's revised full-time annual salary of \$259,087.50, effective November 8, 2023.

The foregoing resolution was duly and regularly adopted by the Ross Town Council at its regular meeting held on the 14th day of December, 2023, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Elizabeth Brekhus, Mayor

**ATTEST:**

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Cyndie Martel, Town Clerk

Attachments:  
Second Amendment to the Town Manager Employment  
Town of Ross Salary Schedule

**SECOND AMENDMENT TO  
TOWN MANAGER’S EMPLOYMENT AGREEMENT**

This **SECOND AMENDMENT TO THE TOWN MANAGER’S EMPLOYMENT AGREEMENT** (“Amendment”) is effective as of November 8, 2023, by and between the Town of Ross (“Town”) and Christa L. Johnson (“Employee”).

**RECITALS**

A. The Town employs Employee as its Town Manager, pursuant to an Employment Agreement effective November 8, 2021, and as Amended on December 8, 2022 (“Town Manager’s Agreement”).

B. The Town Council has conducted its 2nd-year performance evaluation of Employee as set forth in the Manager’s Agreement and is well satisfied with Employee’s performance. The Town Council finds that the Employee has demonstrated management and leadership skills that compare favorably to persons holding similar positions in similar agencies.

C. The Town’s policy is to offer compensation packages that are competitive with similar employers for similar positions so as to maintain the highest quality staff to serve the public. After completing the Town Manager’s annual review, the Town Council has decided to modify the Town Manager’s Agreement and compensation as set forth in this Amendment and Employee has agreed to such modification.

**NOW, THEREFORE, IN CONSIDERATION OF THE ABOVE RECITALS  
AND OF THE MUTUAL PROMISES AND CONDITIONS OF THIS  
AMENDMENT, IT IS AGREED AS FOLLOWS:**

1. **Base Salary.** Section 5.A.3. of the Town Manager’s Agreement shall be amended as follows:

(3) **Base Salary Adjustments.** Employee’s annual base salary shall be adjusted in the amounts and on the dates indicated:

|                            |                                    |
|----------------------------|------------------------------------|
| Effective November 8, 2021 | \$235,000                          |
| Effective November 8, 2022 | \$246,750                          |
| Effective November 8, 2023 | <del>\$254,153</del> -\$259,087.50 |
| Effective November 8, 2024 | <del>\$261,777</del> -\$266,860.12 |

2. **Town Manager's Agreement Otherwise Unchanged.** Except as expressly modified by this Amendment, the Town Manager's Agreement between the Town and Employee shall remain in full force and effect.

**IN WITNESS WHEREOF**, this Second Amendment to the Town Manager's Agreement shall be effective as of the day and year written above.

Dated: \_\_\_\_\_

**THE TOWN OF ROSS:**

By: \_\_\_\_\_  
Mayor, Town of Ross

**APPROVED AS TO FORM**

\_\_\_\_\_  
Benjamin Stock  
Town Attorney, Town of Ross

**EMPLOYEE**

\_\_\_\_\_  
Christa L. Johnson  
Town Manager, Town of Ross

**TOWN OF ROSS**  
**SALARY SCHEDULE**  
**November 8, 2023**

| Department/Position   | Hourly            | Per Month    |           |           |           |           |
|---|-------------------|--------------|-----------|-----------|-----------|-----------|
|   | Rate              | Salary       | Step A    | Step B    | Step C    | Step D    |
| <b>TOWN MANAGER</b><br>approved by Resolution 2218 adopted 10/14/21<br>amended and approved 12/08/22 - effective 11/08/22<br>amended and approved 12/14/23 - effective 11/08/23 |                   | \$ 21,590.62 | --        | --        | --        | --        |
| <b>ADMINISTRATION</b><br>approved by budget   |                   |              |           |           |           |           |
| Administrative Manager/Town Clerk   |                   |              | \$ 8,165  | \$ 8,572  | \$ 9,000  | \$ 9,451  |
| Administrative Analyst  | \$40.00 - \$56.00 |              |           |           |           |           |
| Administrative Intern   | \$20.00 - \$28.00 |              |           |           |           |           |
| Town Treasurer  |                   | \$ 250       | --        | --        | --        | --        |
| Office Assistant  | \$28.23           |              |           |           |           |           |
| <b>PLANNING AND BUILDING</b><br>approved by budget  |                   |              |           |           |           |           |
| Planning and Building Director  |                   |              | \$ 13,677 | \$ 14,361 | \$ 15,079 | \$ 15,833 |
| Senior Building Inspector   |                   |              | \$ 9,343  | \$ 9,810  | \$ 10,269 | \$ 10,816 |
| Building Permit Technician  |                   |              | \$ 6,624  | \$ 6,954  | \$ 7,304  | \$ 7,667  |
| Planner   |                   |              | \$ 7,585  | \$ 7,964  | \$ 8,362  | \$ 8,780  |
| Assistant Planner   |                   |              | \$ 6,665  | \$ 7,092  | \$ 7,510  | \$ 7,928  |
| <b>PUBLIC WORKS</b><br>approved by budget   |                   |              |           |           |           |           |
| Public Works Director   |                   |              | \$ 13,677 | \$ 14,361 | \$ 15,079 | \$ 15,833 |
| Maintenance Supervisor  |                   |              | \$ 7,268  | \$ 7,631  | \$ 8,013  | \$ 8,413  |
| Senior Maintenance Worker   |                   |              | \$ 6,100  | \$ 6,405  | \$ 6,726  | \$ 7,062  |
| Maintenance Worker  |                   |              | \$ 5,358  | \$ 5,626  | \$ 5,908  | \$ 6,203  |
| <b>POLICE CHIEF</b><br>approved by Resolution No. 2307 adopted 05/11/2023   |                   |              |           |           |           |           |
| Police Chief  |                   | \$ 15,996    | --        | --        | --        | --        |
| Education pay of \$250/month, Uniform Pay \$1,000/yr  |                   |              |           |           |           |           |
| <b>POLICE</b><br>approved by Resolution No. 2259 adopted 07/14/22   |                   |              |           |           |           |           |
| Police Sergeant   |                   |              | \$ 9,412  | \$ 9,883  | \$ 10,377 | \$ 10,896 |
| Police Officer  |                   |              | \$ 7,976  | \$ 8,375  | \$ 8,795  | \$ 9,234  |
| 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 13 holidays per year  |                   |              |           |           |           |           |
| Uniform pay of \$1,200/year   |                   |              |           |           |           |           |
| <b>approved by budget</b>   |                   |              |           |           |           |           |
| Police Lieutenant   |                   | \$ 11,476    |           |           |           |           |
| Police Officer Trainee  |                   | \$ 5,763     |           |           |           |           |
| <b>RECREATION</b><br>approved by budget   |                   |              |           |           |           |           |
| Recreation Manager - full time  |                   |              | \$ 8,354  | \$ 8,772  | \$ 9,210  | \$ 9,671  |
| Recreation Specialist - 75% time - 1560 hours   | Hourly            |              | \$ 32.49  | \$ 34.12  | \$ 35.82  | \$ 37.61  |
| Recreation Specialist - 45% time - 936 hours  | Hourly            |              | \$ 32.49  | \$ 34.12  | \$ 35.82  | \$ 37.61  |
| Clerk   | Hourly            |              | \$ 25.39  | \$ 26.66  | \$ 28.00  | \$ 29.40  |
| Recreation Instructor/Program Lead  | \$25.00 - \$78.00 |              |           |           |           |           |
| Recreation Leader   | \$16.00 - \$24.00 |              |           |           |           |           |
| Administrative Assistant  | \$28.53 - \$39.83 |              |           |           |           |           |