

City of Brisbane

Agenda Report

To: City Council via City Manager

From: Maria Saguisag-Sid
Principal Analyst

Subject: Amendment to Employment Agreement with Clayton L. Holstine, City Manager

Date: Meeting of May 21, 2015

Recommendation:

Based on City Council's direction, staff is providing the Amendment to the Employment Agreement with Clayton Holstine, the City Manager, and asking the City Council to consider authorizing the Mayor to sign to provide a salary adjustment for the City Manager.

City Council Goals:

Council action will meet the following goals:

- To provide for a workplace that encourages growth of individual employees and a quality work environment.
- To provide for effective and efficient delivery of City services.
- To develop programs to enhance training, professionalism and technical skills of city employees.

Purpose:

To acknowledge the City Manager for satisfactory performance and contributions for fiscal year 2014-2015.

Background and Discussion:

City Manager Clayton L. Holstine has been employed with the City of Brisbane since 1998. The most recent Employment Agreement with the City was entered into on May 19, 2014. In a closed session on May 7, 2015, Council met with the City Manager for an annual review and gave him a satisfactory performance rating.

The proposed amendment to the City Manager's Employment Agreement, in recognition of this satisfactory performance, is to provide a 2.6% cost of living adjustment, effective with the first full pay period in July 2015 (July 13, 2015). This recommendation is in line with other employee units' cost of living adjustments. This will provide Mr. Holstine with a new base salary of \$18,385.46 monthly, \$8,485.60 bi-weekly, or \$106.07 per hour.

Fiscal Impact:

Funds for the City Manager salary is budgeted in the annual City budget.

**FIRST AMENDMENT TO
EMPLOYMENT AGREEMENT**

THIS FIRST AMENDMENT TO EMPLOYMENT AGREEMENT, dated _____, 2015 by and between THE CITY OF BRISBANE, a municipal corporation ("City") and CLAYTON L. HOLSTINE ("Employee"), is made with reference to the following facts:

A. Employee is employed by City for the position of City Manager and is currently performing the duties of such office pursuant to the terms and conditions of a certain Employment Agreement dated May 14, 2014 (the "Employment Contract").

B. The parties desire to modify the Employment Contract as hereinafter set forth.

NOW, THEREFORE, it is agreed as follows:

1. Salary Adjustment. Pursuant to Section 4. Salary, of the Employment Contract and effective as of the first full payroll period after July 1, 2015, Employee's existing salary shall be increased in the amount of two and six-tenths percent (2.6%) to \$18,385.46 monthly, \$8,485.60 bi-weekly, or \$106.07 hourly.

IN WITNESS WHEREOF, the parties have executed this agreement the day and year first written above.


THE CITY OF BRISBANE

Terry O'Connell, Mayor

ATTEST:

Sheri Spediacci, City Clerk

APPROVED AS TO FORM:



Michael Roush, City Attorney

EMPLOYEE

Clayton L. Holstine

Effective Date: 7/13/2015
2.6% Increase

CITY OF BRISBANE
City Manager

Appendix A

<u>Job Title</u>		<u>Salary</u>
City Manager	Monthly	\$18,385.46
	Bi-weekly	\$8,485.60
	Hourly	\$106.07