



## MEMORANDUM

**TO:** Mayor and Council

**FROM:** Joya Hayes, Director, Human Resources and Civil Service *JA*

**THROUGH:** Veronica Briseño, Assistant City Manager

**DATE:** June 24, 2022

**SUBJECT:** Update on Market Study of Council Member Compensation and Office Support (Fiscal Year 2022 Adler Budget Rider 1)

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The purpose of this memorandum is to provide an update regarding Fiscal Year 2022 Adler Budget Rider 1 which requested a compensation review of the Council member compensation and office support positions.

### Compensation Review Summary

A compensation and classification review of the Council member compensation and office support positions was initiated in 2021. Gallagher Benefit Services, Inc. was contracted to provide a comprehensive compensation data collection/survey of external labor market(s) for City Council positions and related office staff positions. Gallagher was tasked with analyzing and evaluating all data in an objective manner and make recommendations that account for actual salaries and salary ranges; general questions including size and budget of related office staff, number of titles in related office staff, and type of local government system; pay practices covering stipends and additional reimbursements; benefits, retirement, and paid leave.

### Next Steps

The Human Resources Department is reviewing the data provided by Gallagher and recommended classifications and pay grade adjustment impacts to current employees. This will be complete at the end of June for an implementation by the end of July 2022 which allows staff to complete the full analysis, brief Council Members on the recommendations, and to implement the recommendations.

cc: Spencer Cronk, City Manager  
Anne Morgan, Acting City Manager