



City of Biggs

Agenda Item Staff Report for the Regular City Council Meeting: April 18, 2011 6:00PM

DATE: April 12, 2011
TO: Honorable Mayor and Members of the City Council
FROM: Pete Carr, City Administrator/Finance
SUBJECT: City Administrator Compensation (Discussion/Action)

Council will consider continuance or changes to the city administrator's compensation.

Background

Council provided an annual performance evaluation to the administrator in March, and requested he provide a staff report on compensation for consideration in April. Administrator completed four years' service March 6, 2011.

Administrator/City three-year agreement (March 6, 2009) provides for annual reviews and "... compensation, incentives, benefits and expense reimbursement" which "may be adjusted during the term of this agreement conditioned upon satisfactory evaluation of his performance."

Administrator's compensation is allocated 43% to electric, 15% to water, 15% to sewer, 3% to public benefits, 2% to solid waste, 22% to general fund.

Salary

The administrator's salary in 2009 was \$83,369/yr + 2% pickup of employee PERS pension contribution (Total \$85,036) (later changed to 2% applied to 457 Plan); adjusted in 2010 to \$88,416 without a 457 Plan contribution, representing Step 4 of what then the city's 5-step salary scale. The administrator's salary was de-coupled from the rest of staff, at the administrator's suggestion, in October 2010 when all others were increased \$1/hr in lieu of a continued annual COLA.

The city's current salary scale for this position is entry \$76,380; top \$95,472.

There are no cities with electric, water, sewer, and solid waste utilities and similar size to Biggs. Regional small city manager/administrator salaries vary from \$83,000 to \$147,000. Incentives and benefits also range broadly.

Benefits

The city currently provides the administrator, in addition to the standard employee benefits, 80 hours per year "Management Leave" in lieu of overtime pay. The city has provided a cell phone/PDA and paid the monthly plan charges, about \$90/mo. The administrator uses his personal vehicle at standard mileage reimbursement.

The administrator recently purchased a PDA at his own expense and changed plans to be an add-on to his family plan. This is expected to be approximately \$80/mo.

Attachments: None

Recommendation:

No recommendation or request is made with respect to salary.
Consideration of additional management leave is suggested.
Approval of continued reimbursement of PDA expenses is requested.

Fiscal Impact of Recommendation:

No direct cost increases; slight cost reduction based on new cell phone plan.
Budget for FY11 for this position is \$89,297 (2010 rate + 1%).