



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

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**DATE:** November 8, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Jovan D. Grogan, City Manager

**SUBJECT:** Adopt Resolution Approving Cost-of-Living Adjustments (COLAs) for the Unrepresented Assistant City Manager Position of 6% in Calendar Year 2022 and 3% in Calendar Year 2023

### **BACKGROUND:**

Historically, full-time City of San Bruno classifications that are not represented by a bargaining unit have received Cost-of-Living Adjustments (COLAs) following City Council action to approve similar changes for represented bargaining units.

On August 23, 2022, following the ratification of agreements with the Miscellaneous and Mid-Management Teamster bargaining units, the City Council approved COLAs for the following unrepresented classifications:

- Deputy City Clerk
- Executive Assistant to City Manager
- Legal Secretary
- Assistant to the City Manager
- City Clerk
- Economic Development Manager
- Human Resources Manager
- Management Analyst

On October 11, 2022, the City Council settled the remaining open collective bargaining contract with the San Bruno Management Employees Associations (SBMEA), covering all department directors. Additionally, on the same night, the City Council approved a contract amendment for the City Manager's compensation. Collectively, the aforementioned actions provided a salary and other compensation adjustments for all full-time City positions with the exception of the Assistant City Manager position.

### **DISCUSSION:**

On October 4, 2022, the City Council held a Closed Session for the purpose of a conference with labor negotiators pursuant to Government Code Section 54957.6 to discuss compensation for the Assistant City Manager position. At the conclusion of the Closed Session, a majority of the City Council authorized the City Manager to increase the annual

salary for the Assistant City Manager position by 6% for calendar year 2022 and an additional 3% for calendar year 2023.

**FISCAL IMPACT:**

An increase in the annual salary for the Assistant City Manager's position by 6% for calendar year 2022 and an additional 3% for calendar year 2023 will result in the total top-step (maximum) salaries, as shown below.

Calendar Year	Increase	Max Annual Salary
<b>2021</b>	-	\$227,112
<b>2022</b>	6%	\$240,739
<b>2023</b>	3%	\$247,961

Including salary and benefits, total estimated cost for a full calendar year in 2022 is \$15,300 and \$8,100 in 2023. Because the current incumbent joined the City on August 15, 2022, the projected cost in 2022 is \$5,740.

No additional budget appropriation is requested for the current 2022/23 fiscal year. The total cost for the increase in FY 22-23 is projected to be less than \$10,000 and will be funded with salary savings from vacant positions the City Manager's Office.

Going forward, the additional costs will be incorporated into future annual budgets for the City Manager's Office.

**RECOMMENDATION:**

Adopt Resolution Approving Cost-of-Living Adjustments (COLAs) for the Unrepresented Assistant City Manager Position of 6% in calendar year 2022 and 3% in calendar year 2023.

**ATTACHMENTS:**

1. Resolution

**DATE PREPARED:**

November 4, 2022

**DISTRIBUTION:**

None