

CITY OF CLOVERDALE CITY COUNCIL

RESOLUTION NO. 002-2020

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVERDALE
ESTABLISHING A NEW SALARY SCHEDULE FOR THE POSITION OF FINANCE DIRECTOR
AND APPROVING AN AMENDMENT TO THE AT-WILL EMPLOYMENT AGREEMENT WITH
SUSAN R. HOLMES FOR THE POSITION OF FINANCE DIRECTOR AND AUTHORIZING
THE CITY MANAGER TO EXECUTE THE AMENDMENT**

WHEREAS, on August 8, 2017, the City Council approved an At-Will Employment Agreement (“**Employment Agreement**”) with Susan R. Holmes (“Employee”) as Finance Manager for the City; and

WHEREAS, on April 10, 2019, pursuant to Section 3(f), “Consideration of Title Change and/or Reclassification of Position,” of the Employment Agreement, and after a positive performance evaluation, the City Council approved an amendment to the Employment Agreement (“**First Amendment**”) reclassifying Employee from Finance Manager to Finance Director; and

WHEREAS, on December 11, 2019, the City Council adopted Resolution 119-2019 approving a cost of living adjustment for the City Manager, Assistant City Manager/Community Development Director, Chief of Police, Finance Director, Public Works Director/City Engineer, and the City Clerk, and authorizing the entering into any necessary amendments to the employment agreements for these employees. The City and Employee entered into a second amendment to the Employment Agreement implementing the cost of living adjustments (“**Second Amendment**”); and

WHEREAS, the City Manager and City Council recognizes that in order to attract and maintain a strong professional workforce, it is important to compensate employees in a competitive way and in a way that appropriately recognizes their responsibilities; and

WHEREAS, to further the goal of moving the City towards more competitive salaries, the City Manager requested a compensation analysis be done for the position of Finance Director. Regional Government Services (“RGS”) assisted with that analysis and provided a recommended salary schedule; and

WHEREAS, this Resolution establishes a new five (5) step salary schedule for the position of Finance Director and the attached third amendment (“**Third Amendment**”) places Employee within the new salary schedule and establishes Employee’s new compensation.

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby establish the following compensation range for the Finance Director, effective September 25, 2019, which adjusts the compensation range pursuant to RGS’ recommendation, including a two and a half percent (2.5%) cost of living adjustment:

September 25, 2019:

Position

Finance Director

Step	Hourly	Biweekly	Monthly	Annually
1	\$53.1017	\$4,248.13	\$9,204.29	\$110,451.51
2	\$55.7568	\$4,460.54	\$9,664.51	\$115,974.08
3	\$58.5446	\$4,683.57	\$10,147.73	\$121,772.79
4	\$61.4718	\$4,917.75	\$10,655.12	\$127,861.43
5	\$64.5454	\$5,163.63	\$11,187.87	\$134,254.50

BE IT FURTHER RESOLVED that the City Council does hereby establish the following compensation range for the Finance Director, effective July 1, 2020, which adjusts the compensation range to implement a two and a half percent (2.5%) cost of living adjustment:

July 1, 2020:

Position
Finance Director

Step	Hourly	Biweekly	Monthly	Annually
1	\$54.4292	\$4,354.34	\$9,434.40	\$113,212.80
2	\$57.1507	\$4,572.06	\$9,906.12	\$118,873.44
3	\$60.0082	\$4,800.66	\$10,401.43	\$124,817.11
4	\$63.0086	\$5,040.69	\$10,921.50	\$131,057.96
5	\$66.1591	\$5,292.73	\$11,467.57	\$137,610.86

BE IT FURTHER RESOLVED that the City Council does hereby approve the attached Third Amendment to the Employment Agreement between the City and Employee for the position of Finance Director and authorizes the City Manager to execute the Third Amendment. The Third Amendment adjusts Employee's salary at Step 3 under the new compensation range and clarifies that Employee will be subject to the standard merit system (performance evaluations) and position pay schedule for future step increases, as may be modified from time to time by the City Council. Employee's salary will be reviewed approximately on or by the effective date of this Agreement each year in conjunction with an annual performance evaluation.

The foregoing Resolution No. 002-2020 was duly introduced and adopted by the City Council of the City of Cloverdale at its regular meeting held on the 8th day of January 2020, by the following roll call vote:

Ayes: (5) Councilmembers Bagby, Brigham, and Cruz, Vice Mayor Turner and Mayor Wolter
Noes: (0) None
Absent: (0) None
Abstaining: (0) None

APPROVED:



Gus Wolter, Mayor

ATTEST:



Irene Camacho-Werby, City Clerk

I, IRENE CAMACHO-WERBY, City Clerk of the City of Cloverdale, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 002-2020 adopted by the City Council of the City of Cloverdale on the 8th day of January 2020.

