



AGENCY: City Council
MEETING DATE: October 23, 2017
DEPARTMENT: Admin Services
PRESENTED BY: Linda Ruffing
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AGENDA ITEM SUMMARY

TITLE:

RECEIVE REPORT AND PROVIDE DIRECTION REGARDING SALARY FOR CITY MANAGER RECRUITMENT

ISSUE:

On October 10, 2017, the City Council approved a contract with Peckham & McKenney to perform an executive search for the new City Manager. Phil McKenney visited Fort Bragg on October 16th and 17th to speak with Councilmembers, management team members, and community members about the recruitment and to attend a Special City Council meeting to receive input from Council and the public. The next step in the recruitment process is the preparation of a candidate profile and brochure to describe the position to interested candidates. The Council needs to provide direction regarding the salary range for the City Manager recruitment.

ANALYSIS:

The City Manager's compensation package currently includes:

- \$150,185 annual salary;
- \$7,000 annual contribution to deferred compensation (tax-deferred retirement plan);
- \$3,600 annual automobile allowance (i.e., \$300/month);
- City pays 100% of premiums for medical, dental and vision plans for employee and dependents;
- All other benefits provided in Executive Management benefit package (Resolution #4022-2017).

Attachment 1 provides a salary survey of the City Manager compensation and benefits for eight benchmark cities in the region. Fort Bragg's salary is slightly above the median.

The current City Manager has recommended and the ad hoc committee and executive recruiter agreed that, rather than providing the \$7,000 in deferred compensation, the salary range should be increased to help attract a broad and highly qualified field of candidates. The following salary range works backwards from the \$157,185 salary with 2.5% increases between each "step:"

City Manager - Proposed 5-step salary range					
	Step 1	Step 2	Step 3	Step 4	Step 5
Hourly	68.46	70.17	71.93	73.73	75.57
Bi-Weekly	5,477.00	5,613.93	5,754.27	5,898.13	6,045.58
Monthly	11,866.83	12,163.50	12,467.59	12,779.28	13,098.76
Annual	142,402.01	145,962.06	149,611.11	153,351.39	157,185.17

The top step represents the current \$150,185 salary for the City Manager position plus an additional \$7,000 to be provided instead of deferred compensation. This bottom step is slightly more than the Chief of Police's current top step ("Step 5") of \$141,991.75.

If the Council would like to enhance the salary beyond this amount, a top step of \$161,114.80 could be added (and the bottom step dropped). This is \$3,929 (2.5%) more than Step 5 shown in the above table and could be partially offset by eliminating the \$3,600/year automobile allowance.

RECOMMENDED ACTION:

Provide specific direction on the salary range for the City Manager recruitment as well as direction regarding whether or not the position should be advertised with an automobile allowance.

ALTERNATIVE ACTION(S):

None needed.

FISCAL IMPACT:

As proposed, the conversion of benefits to salary would have budgetary impacts associated with payroll taxes and pension premiums that are based on salary.

IMPLEMENTATION/TIMEFRAMES:

Peckham & McKenney expects to complete the brochure for the City Manager recruitment within the next couple weeks and the City Manager position will be advertised with an application filing period that closes in mid-December. Interviews will be conducted in January and, assuming the recruitment is successful, a new City Manager will be appointed in February.

ATTACHMENTS:

1. City Manager salary survey

NOTIFICATION:

1. Phil McKenney, Peckham & McKenney, Inc.