



Agenda Report

September 10, 2001

TO: City Council

FROM: Mayor Bill Bogaard

RE: Approval of Amendment to Employment Contract with Cynthia J. Kurtz, City Manager

RECOMMENDATION:

I am recommending that the City Council approve an Amendment to Employment Contract No. 16,858 with the City Manager, to provide for a salary adjustment effective July 2, 2001, and benefit enhancements granted to non-safety department heads, and to authorize a journal voucher allocating funds from the Personnel Services Reserve to the budget for the City Manager's Office.

BACKGROUND:

The City Council has recently concluded the annual review of the City Manager's performance. Based on that performance review, and in light of the results of a recent market salary survey, it is appropriate to adjust the compensation for the City Manager. In closed session on August 27, it was the consensus of Council to increase the City Manager's salary to \$168,259, and to delete the provision for a cost of living adjustment scheduled for September 2001.

To implement a salary adjustment for the City Manager, and to entitle the City Manager to the same level of benefits provided to non-safety department heads (including City Clerk and City Attorney), it is necessary to amend the Agreement for Personal Services with the City Manager. City Council approval for this action is required.

FISCAL IMPACT:

The fiscal impact of this amendment to the Agreement for Personal Services with the City Manager is estimated to be approximately \$16,450.

Respectfully submitted,

BILL BOGAARD
Mayor

**Contract No. 16,858
AMENDMENT TO AGREEMENT FOR PERSONAL SERVICES
CITY MANAGER**

CYNTHIA J. KURTZ

THIS AMENDMENT TO AGREEMENT is entered into this ____ day of September, 2001, by and between the City of Pasadena, a municipal corporation ("City") and Cynthia J. Kurtz ("Kurtz").

RECITALS

WHEREAS, City and Kurtz entered into Contract No. 16,858, setting forth the terms of Kurtz' employment as City Manager; and

WHEREAS, the City desires to provide appropriate compensation to the City Manager consistent with her performance and with general public agency practice;

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions herein contained, the parties agree as follows:

1. Section 3 of Contract No. 16,858, Paragraph A, is amended by deleting the last sentence and replacing it with the following:

"Salary increases shall be paid in the following amounts: 4% on September 21, 1999; 3% on September 21, 2000; and 12% on July 2, 2001, unless City Council, by resolution, reduces or eliminates any such increase prior to its effective date."

2. Section 3 of Contract No. 16,858, Paragraph B is amended to read as follows:

"B. In addition to the foregoing benefits, for the entire term of this Agreement, Kurtz shall also receive no less than all of the other benefits that are generally applicable to non-safety department heads as of the date of this Agreement, and as they may be modified after the date of this Agreement. For purposes of this Agreement, benefits include, but are not limited to, medical insurance, life insurance, sick leave, disability insurance and salary continuation, professional development allowance and expenses, holidays, vacation, bereavement leave, and payment of Kurtz's PERS contribution."

3. All other terms and conditions of Contract No. 16,858 not modified herein shall remain in full force and effect.

EXECUTED the date and year first written above.

CITY OF PASADENA

CYNTHIA J. KURTZ

By: _____
BILL BOGAARD, Mayor

APPROVED AS TO FORM:

ATTEST:

MICHELE BEAL BAGNERIS
City Attorney

JANE L. RODRIGUEZ
City Clerk