

AGENDA ITEM REPORT

DATE OF MEETING: August 8, 2016

ITEM: Ordinance Establishing Salaries/Wages for Full-Time, Non-Union Personnel and Part-Time Non-Union Personnel

STRATEGIC PLAN GOAL: *Goal 7 Financial Stewardship and Sustainability*

BACKGROUND:

This ordinance reflects two full-time new contingent hires.

RECOMMENDATION:

The Human Resources Coordinator recommends approval of the Ordinance Establishing Salaries/ Wages for Full-Time, Non-Union Personnel and Part-Time Non-Union Personnel.

The position formerly titled “Communications Coordinator (City Hall)” has been retitled as “Executive Assistant.” We recommend hiring Kendra Cunningham who currently serves as the city’s Administrative Assistant in Community Development. The approved 2016 budgeted salary amount for the original Communications Coordinator position was \$51,530, and we are recommending \$45,000, representing a salary savings of \$6,530.

We recommend hiring David Bookless for the position of “Director of Community Development” at a contingent salary offer \$96,000. The approved 2016 budgeted salary amount for the Director of Community Development was \$98,500, representing a salary savings of \$2,500 for the City.

ITEM SUBMITTED BY: Stacey O’Brien, Human Resources Coordinator

ATTACHMENTS: Ordinance