



**Agenda Item No. 12d.**

**Staff Report**

**Date:** December 8, 2022

**To:** Mayor Kuhl and Council Members

**From:** Benjamin Stock, Town Attorney

**Subject:** Resolution approving an amendment to the Town Manager's Employment Agreement and amendment to Town's Salary Schedule

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**Recommendation**

It is recommended that the Town Council consider adopting Resolution No. 2288, approving an amendment to the Town Manager's employment agreement to increase her annual salary 5% to \$246,750, effective November 8, 2022, 3% to \$254,153 effective November 8, 2023, and 3% to \$261,777 effective November 8, 2024; amending the Town's salary schedule to reflect the amendment; and authorizing the Mayor to execute the amendment.

**Background and discussion**

Christa Johnson became Town Manager on November 8, 2021. Her employment agreement provides for an annual performance review. The Town Council recently completed the review. The only material change to the employment agreement proposed is a salary increase of 5% for the first year effective November 8, 2022. The employment agreement maintains the previously approved annual 3% salary increases effective November 8, 2023 and November 8, 2024. In compliance with the California Government Code and related California Public Employees' Retirement System regulations, the proposal also includes updating the Town's salary schedule with the Town Manager's revised salary.

**Fiscal, resource and timeline impacts**

The amendment provides for a 5.0% increase in the annual salary of the Town Manager, effective to the Manager's employment anniversary date of November 8, 2022.

**Alternative actions**

No alternative action is recommended.

**Attachments**

- Resolution No. 2288 (with attached Employment Agreement and Salary Schedule)

# **TOWN OF ROSS**

## **RESOLUTION NO. 2288**

### **A RESOLUTION OF THE TOWN OF ROSS APPROVING AN AMENDMENT TO THE TOWN MANAGER EMPLOYMENT AGREEMENT AND AMENDING THE TOWN'S SALARY SCHEDULE**

**WHEREAS**, the Town of Ross and Christa L. Johnson entered into an employment agreement (Agreement) dated November 8, 2021; and

**WHEREAS**, the Parties recently completed an annual performance review; and

**WHEREAS**, the Parties now wish to enter into an amendment to the Town Manager Employment Agreement to provide the Town Manager with a 5% annual salary increase effective November 8, 2022 and to maintain the previously approved 3% annual salary increases effective on November 8, 2023 and on November 8, 2024; and

**WHEREAS**, the Ross Town Council further desires to amend the Town's salary schedule to update the Town Manager's salary in accordance with the action taken by this resolution.

**NOW THEREFORE BE IT RESOLVED**, the Town Council of the Town of Ross hereby approves the amendment, attached hereto, and authorizes the Mayor to sign the amendment.

**BE IT FURTHER RESOLVED**, that the Town of Ross Salary Schedule attached hereto is amended to reflect the Town Manager's revised full-time annual salary of \$246,750, effective November 8, 2022.

The foregoing resolution was duly and regularly adopted by the Ross Town Council at its regular meeting held on the 8th day of December, 2022, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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P. Beach Kuhl, Mayor

**ATTEST:**

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Linda Lopez, Town Clerk

**FIRST AMENDMENT TO  
TOWN MANAGER'S EMPLOYMENT AGREEMENT**

This **AMENDMENT TO THE TOWN MANAGER'S EMPLOYMENT AGREEMENT** ("Amendment") is effective as of November 8, 2022, by and between The Town of Ross ("Town") and Christa L. Johnson ("Employee").

**RECITALS**

- A. The Town employs Employee as its Town Manager, pursuant to an Employment Agreement effective November 8, 2021 ("Manager's Agreement").
- B. The Town Council has conducted its 1-year performance evaluation of Employee as set forth in the Manager's Agreement and is well satisfied with Employee's performance. The Council finds that the Employee has demonstrated management and leadership skills that compare favorably to persons holding similar positions in similar agencies.
- C. The Town's policy is to offer compensation packages that are competitive with similar employers for similar positions so as to maintain the highest quality staff to serve the public. After completing the Manager's annual review, the Council has decided to modify the Manager's Agreement and compensation as set forth in this Amendment and Employee has agreed to such modification.

**NOW, THEREFORE, IN CONSIDERATION OF THE ABOVE RECITALS AND OF THE MUTUAL PROMISES AND CONDITIONS OF THIS AMENDMENT, IT IS AGREED AS FOLLOWS:**

1. **Base Salary.** Section 5.A.3. of the Manager's Agreement shall be amended as follows:
  - (3) **Base Salary Adjustments.** Employee's annual base salary shall be adjusted in the amounts and on the dates indicated:

Effective November 8, 2021	\$235,000
Effective November 8, 2022	<del>\$242,050</del> \$246,750
Effective November 8, 2023	<del>\$249,312</del> \$254,153
Effective November 8, 2024	<del>\$256,791</del> \$261,777

2. **Manager's Agreement Otherwise Unchanged.** Except as expressly modified by this Amendment, the Manager's Agreement between the Town and Employee shall remain in full force and effect.

**IN WITNESS WHEREOF**, this First Amendment to the Manager's Agreement shall be effective as of the day and year written above.

Dated: \_\_\_\_\_

**THE TOWN OF ROSS:**

By: \_\_\_\_\_  
Mayor, Town of Ross

**APPROVED AS TO FORM**

\_\_\_\_\_  
Benjamin Stock  
Town Attorney, Town of Ross

**EMPLOYEE**

\_\_\_\_\_  
Christa L. Johnson  
Town Manager, Town of Ross

**TOWN OF ROSS**  
**SALARY SCHEDULE**  
Approved Decmeber 8, 2022

Department/Position	Hourly	Per Month				
	Rate	Salary	Step A	Step B	Step C	Step D
<b>TOWN MANAGER</b>						
approved by Resolution 2218 adopted 10/14/21						
amended and approved 12/08/22 - effective 11/08/22		\$ 20,563	--	--	--	--
<b>ADMINISTRATION</b>						
approved by budget						
Administrative Manager/Town Clerk			\$ 7,813	\$ 8,203	\$ 8,612	\$ 9,044
Management Analyst			\$ 8,333	\$ 8,750	\$ 9,188	\$ 9,647
Town Treasurer		\$ 250	--	--	--	--
Office Assistant	\$27.01					
<b>PLANNING AND BUILDING</b>						
approved by budget						
Planning and Building Director			\$ 11,944	\$ 12,541	\$ 13,169	\$ 13,828
Senior Building Inspector			\$ 8,941	\$ 9,388	\$ 9,857	\$ 10,350
Building Permit Technician			\$ 6,339	\$ 6,655	\$ 6,989	\$ 7,337
Planner			\$ 7,258	\$ 7,621	\$ 8,002	\$ 8,402
approved by Resolution 2271 adopted 9/8/22						
Assistant Planner			\$ 6,378	\$ 6,787	\$ 7,187	\$ 7,587
<b>PUBLIC WORKS</b>						
approved by budget						
Public Works Director			\$ 12,997	\$ 13,646	\$ 14,329	\$ 15,047
Maintenance Supervisor			\$ 6,955	\$ 7,302	\$ 7,668	\$ 8,051
Senior Maintenance Worker			\$ 5,838	\$ 6,129	\$ 6,436	\$ 6,758
Maintenance Worker			\$ 5,128	\$ 5,384	\$ 5,654	\$ 5,936
<b>POLICE CHIEF</b>						
approved by Resolution 2197 adopted 3/29/21						
Police Chief		\$ 13,916	--	--	--	--
Education pay of \$250/month, Uniform Pay \$1,000/yr						
<b>POLICE</b>						
approved by Resolution No. 2259 adopted 07/14/22						
Police Sergeant			\$ 9,067	\$ 9,521	\$ 9,997	\$ 10,497
Police Officer			\$ 7,684	\$ 8,068	\$ 8,473	\$ 8,896
MOU also calls for:						
Longevity pay of 2.5% - 5% of salary						
Education pay of \$50 to \$300 per month						
Shift differential pay of 5% for night hours						
Holiday in lieu pay for 12 holidays per year						
Uniform pay of \$1,200/year						
Police Lieutenant		\$ 11,476				
approved at Town Council meeting 11/10/22						
Police Officer Trainee		\$ 5,763				
<b>RECREATION</b>						
approved by budget						
Recreation Manager - full time			\$ 7,995	\$ 8,394	\$ 8,814	\$ 9,255
Recreation Specialist - 75% time - 1560 hours	Hourly		\$ 31.09	\$ 32.65	\$ 34.28	\$ 35.99
Recreation Specialist - 45% time - 936 hours	Hourly		\$ 31.09	\$ 32.65	\$ 34.28	\$ 35.99
Clerk	Hourly		\$ 24.30	\$ 25.51	\$ 26.79	\$ 28.13
Recreation Instructor/Program Lead	\$18.00 - \$78.00					
Recreation Leader	\$15.00 - \$17.00					
Administrative Assistant	\$27.30 - \$38.11					