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MEMO

TO: Mayor, Councilmembers and Consultants
FROM: Timothy J. Kuntz, City Attorney
DATE: December 31, 2013
RE: 2014 Contracts for the Positions of City Clerk, City Administrator, City Treasurer and City Forester – January 7, 2014 City Council Meeting Agenda Item 8(b)

Section 1. Background. The contracts for the positions of City Clerk, City Administrator, City Treasurer and City Forester expire on December 31, 2013.

The process last year was for the City Council to discuss compensation increases, if any, at the January Council meeting and then formally approve the compensation increases (retroactive to January 1) at the February Council meeting.

Current compensation for 2013 is as follows:

City Clerk:	\$10,844.64 per year payable in the monthly sum of \$903.72
City Administrator:	\$4,556.28 per year payable in the monthly sum of \$379.69
City Treasurer:	Hourly rate of \$67.63 per hour
City Forester:	Hourly rate of \$50.00 per hour

Section 2. Council Action. The Council should discuss compensation for the above-referenced positions at the January 7, 2014 Council meeting and make a decision whether there are to be any compensation changes to the above-referenced positions.

At the February 5, 2014 Council meeting, the Council should formally approve the compensation increases, if any, in the 2014 addenda to the employment agreements and independent contractor agreements for the positions of City Clerk, City Administrator, City Treasurer and City Forester.