

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
JANUARY 17, 2017 AGENDA**

Subject:	Type:	Submitted By:
DISCUSSION –PAY MATRIX (2016-17 EVALUATION PERIOD)	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	BRENDA S. GUNN CITY ADMINISTRATOR

SYNOPSIS

A discussion item has been placed on the Council agenda to review the recommended pay matrix for the 2016-2017 performance evaluation period.

FISCAL IMPACT

The FY18 budget will be adjusted to reflect actual salary increases awarded for the 2016-17 evaluation period.

RECOMMENDATION

N/A

BACKGROUND

In August 2009, via Resolution #09-071, the City Council issued a Council policy statement adopting a Pay for Performance compensation program for employees. Updates to that policy were made in May 2011 and September 2011. Two new policies were adopted (Employee Performance Management and Employee Compensation PFP) in February 2016 and April 2016 respectively, as a result of a recommendation from the employee work group tasked with improving the City's performance management program. Implementation of the new policies began April 1, 2016.

Under the new program, employee performance reviews will take place in April of each year and the resulting employee pay increase, if any, will be granted in October in conjunction with the start of the new fiscal year. The compensation policy indicates City Council will approve a pay matrix annually, which outlines the salary increase range for eligible employees. *(In the future it is anticipated that this will occur during annual budget discussion).*

During the process of making changes to the performance management program, we had some preliminary conversations with you about the pay matrix component. As the first employee reviews under the new system are fast approaching, we need to finalize the specifics of this piece of the process. Consequently, we have put this item on the agenda for discussion.