



Susan Galeczka, City Council Liaison

DATE: June 3, 2005

TO: AIS Committee Members

RE: Directors General Adjustment

The *City Council Policy for Salaries of Department Directors and Mayor and Per Diem Fees for City Boards and Commissions* provides the following information regarding Directors General Adjustments:

ARTICLE III: SALARIES FOR DEPARTMENT DIRECTORS

Section 3. The *AIS* Committee shall consider the following salary adjustments:

A. Base Salary Adjustments

1. General Adjustment. The percentage increase to the total base salary pool approved by Council for the preceding budget year, to be applied during the new budget year. This increase is available to provide for the adjustment of salaries of Directors based on comparisons with other government agencies, the general labor market and other economic factors or indices.

The total recommended general adjustment shall be the amount, if any, that the *AIS* Committee determines should be allocated for adjustments to the base annual salaries for Department Directors as a group for the succeeding fiscal year.

Section 4. The *AIS* Committee recommendation may include the carryover of unallocated funds from prior budget years to be included as part of the annual compensation pools.

Section 5. At the last regular meeting of the City Council in the month of June, the *AIS* Committee shall make a written recommendation to the Council concerning the total equity, general, and performance adjustments, if any, for the compensation for the Department Directors as a group for the succeeding fiscal year. This amount, if approved by Council, shall be listed in the Budget for that succeeding fiscal year.

If you need additional information, please feel free to contact me.