CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

Memorandum

TO: RULES AND OPEN GOVERNMENT COMMITTEE

FROM: Mayor Chuck Reed

SUBJECT: **CITY AUDITOR COMPENSATION PACKAGE/EMPLOYMENT AGREEMENT**

DATE: January 29, 2008

Approved Chuck Reed Date 1/29/08

RECOMMENDATION

Agendize the following for the February 12, 2008 City Council meeting.

1. On January 29, 2008 the City Council appointed Sharon Winslow Erickson as City Auditor. I recommend the City Council also approve my recommendation on Ms. Erickson's compensation package as outlined in the attached letter dated January 29, 2008.

2. Authorize the City Clerk to execute an employment agreement between the City of San José and Ms. Erickson for services as City Auditor for a term ending June 30, 2009.

BACKGROUND

For Ms. Erickson, I recommend the City Council authorize the City Clerk to execute an employment agreement containing the terms and conditions as outlined in the attached letter.

Pursuant to the City Charter Section 805, if a vacancy should occur in the Auditor's Office before the expiration of an auditor's term, the Council shall appoint a successor to serve only for the remainder of the former auditor's term. The former auditor's term was from July 1, 2005 to June 30, 2009. The employment agreement between the City of San José and Ms. Erickson shall be for a term ending June 30, 2009.

CITY OF
SAN JOSE
CAPITAL OF SILICON VALLEY

Chuck Reed
MAYOR

January 29, 2008

Sharon Winslow Erickson
4075 Laguna Way
Palo Alto, CA 94306

Dear Ms. Erickson:

Please accept this letter as a written confirmation of our discussions regarding your appointment as City Auditor and the elements of a compensation and benefit package, subject to confirmation by the City Council. The major provisions of this offer to you are summarized as follows:

- Salary: Your starting bi-weekly salary will be $7,269.23, which is equivalent to an annual amount of $189,000.

- Executive Benefits: You will receive the Executive Management (Unit 99) Benefit and Compensation Plan (See Attached Summary). This includes a $350.00 monthly automobile allowance in accordance with the current policy that may be reviewed by Council for an increase. This also includes a Professional Development Program benefit of $1,000 per fiscal year.

- Sick Leave: The City will reinstate your sick leave balance to the level accrued as of July 8, 2001, equal to 928.11 hours.

- Vacation and Transitional Executive Leave: You will accrue vacation at the 12.42 years of service level (4 weeks per year) and executive leave in accordance with Executive Management (Unit 99) accrual rates. Please note that executive leave cannot be cashed out or carried over into calendar year 2008 under any circumstance. Vacation can continue to accrue up to twice your annual maximum.

- Medical Insurance Eligibility Requirements for Retirees: The City will count your prior years of service of 12.64 years towards medical insurance eligibility for retirees.

- Employment: Effective date of March 10, 2008 with a term ending June 30, 2009.

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I look forward to presenting you to Council for consideration and appointment. There are many challenges and opportunities ahead of us. With your experience, leadership skills and dedication to public service, I know that you will be an asset to our city. I look forward to working with you.

Sincerely,

Chuck Reed

Chuck Reed
Mayor

Attachment