



**Date:** April 15, 2014  
**To:** Council members  
**From:** Mayor Cindy Rosenthal  
**RE:** Evaluation of City Manager Steve Lewis & Recommended Market based Compensation Increase

This Memorandum is to memorialize recent executive sessions of the Norman City Council concerning the performance of City Manager Steve Lewis and a consensus from the Council that an appropriate market based compensation adjustment be considered. The last compensation increase for the City Manager was approved on November 24, 2009, effective on the contract anniversary date of August 13, 2009. Council concluded a positive performance evaluation this past month of Mr. Lewis. Information has been gathered regarding an appropriate market based increase. This information was discussed by Council in Executive Session on April 8, 2014

The City Manager's current annual salary, last adjusted on August 13, 2009, is \$156,832. The consensus was that the manager's base salary is significantly below market of comparable cities and an adjustment to \$165,000 per year is appropriate to be effective on his anniversary date of this fiscal year, August 13, 2013. In addition it was felt a merit based one-time stipend of \$5,000 should also be granted to be paid in the month of May. The recommended merit increase is based on continued positive performance evaluation. No other changes to the contract are recommended, so that all other employment benefits provided under the City Manager's current contract should be extended at their current contractual levels/amounts.

By Charter, the City Manager's compensation must be set by Ordinance. Accordingly, this item will be scheduled for first reading of the Ordinance for April 22<sup>nd</sup>, and second reading of the Ordinance for May 13<sup>th</sup>, along with the Contract Amendment item.

Xc Steve Lewis, City Manager  
Jeff Harley Bryant, City Attorney  
Brenda Hall, City Clerk

office memorandum