



office memorandum

Date: March 11, 2015
To: Council members
From: Mayor Cindy Rosenthal
RE: Evaluation of City Manager Steve Lewis & Recommended Market based Compensation Increase

This Memorandum is to memorialize the results of the Norman City Council's discussion concerning the positive performance of City Manager Steve Lewis. The last compensation increase for the City Manager was approved on May 13, 2014 and provided a base salary adjustment to \$165,000 per year effective on August 13, 2013, and a \$5,000 stipend. Information has been updated regarding an appropriate market based increase. This information has been provided to Council.

Based on feedback received, I have asked City Staff to prepare the documents necessary to provide a compensation adjustment for Council's consideration. After review of the comparable cities compensation package, a market-based increase seems to be in order and supported; that increase would adjust the City Manager's base salary to \$170,000 per year to be effective on his anniversary date of this fiscal year, August 13, 2014. The recommended increase is based on a positive performance evaluation and review of base salaries of comparable cities. 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 March 24th, and second reading of the Ordinance for April 14th, along with the Contract Amendment item.

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