

**Meeting Date:** 3/12/2013

**Report Type:** Consent

**Report ID:** 2013-00264



**Title:** City Clerk Position Salary Adjustment

**Location:** Citywide

**Issue:** The City Council establishes the salary of Charter Officers and desires to make a salary adjustment for the City Clerk position at a level commensurate with other City Charter Officers.

**Recommendation:** Pass 1) a Resolution amending Exhibit 3 to Resolution No. 2012-255, to establish a City Clerk salary range of \$116,452 - \$174,672; and 2) a motion approving an annual salary of \$164,000 for the City Clerk.

**Contact:** Angelique Ashby, Councilmember and Vice-Mayor, District 1, (916) 808-7001; Steve Cohn, Councilmember District 3, (916) 808-7003; Steve Hansen, Councilmember District 4, 916-808-7004, Office of the Mayor/Council

**Presenter:** None.

**Department:** Mayor/Council

**Division:** Mayor/Council

**Dept ID:** 01001011

**Attachments:**

1-Description/Analysis

2-Resolution



**Policy Considerations:** The City Council last set the salary of the City Clerk by Resolution No. 2007-487, reflecting a cost of living adjustment granted to management employees.

**Economic Impacts:** None

**Environmental Considerations:** Under the California Environmental Quality Act (CEQA) guidelines, continuing administrative activities do not constitute a project and are therefore exempt from review.

**Sustainability:** Not applicable

**Commission/Committee Action:** None

**Rationale for Recommendation** The role and responsibilities of the City Clerk’s Office expanded dramatically over the past 5 to 10 years. The Clerk’s Office took on additional citywide functions, including records management and management of requests for information. Most recently, the City Council moved responsibility for operations of the Mayor/Council Office to the City Clerk.

In light of the Clerk’s excellent performance and efforts at saving city resources, through consolidation and efficiencies, she is deserving of a compensation adjustment. After thorough review and evaluation of a salary survey of comparable cities, the Council determined that the position of City Clerk should be compensated at a level commensurate with fellow Charter Officers.

**Financial Considerations:** The City Clerk position is an existing budgeted full-time equivalent position. In the current year, the department will cover costs associated with this change. The Clerk’s budget will be adjusted to reflect the City Clerk compensation in the Fiscal Year 2013/14 Proposed Budget.

**Emerging Small Business Development (ESBD):** Not applicable



## RESOLUTION NO. 2013-xxx

Adopted by the Sacramento City Council

March 12, 2013

### CITY CLERK POSITION SALARY ADJUSTMENT

#### BACKGROUND

- A. Since 2007 the City Clerk has generated over \$245,000 to support a variety of citywide technology initiatives, including \$70,000 for central Information Technology's maintenance contract for the City's Content Management System (CCM) and other ongoing costs associated with video streaming of legislative meetings. At the same time, the shift to electronic City Council and standing committee agenda packets creates an ongoing savings of \$60,000 in supplies and services, plus significant staff time in each City department. The implementation of a centralized public record request acceptance and processing system is anticipated to save the equivalent staff time of eight full time positions and is expected to be completed by the end of 2013.
- B. Additionally, the acceptance of subpoenas has been centralized with the City Clerk's office accepting those addressed generally to the city and requesting records. This creates additional savings of staff time for departments and significantly improves coordination of the city's response.
- C. Implementation of electronic filings of several of the Fair Political Practices Commission (FPPC) forms has resulted in 50% fewer late filings and a reduction in errors. The availability for self-service of electronic filing research to our customers allows staff to provide other services.
- D. In June 2012 the Mayor and Council voted to give administrative oversight of the Mayor/Council offices to the City Clerk, including three staff positions. Efficiencies for the combined City Clerk and Mayor/Council operations have been identified and implemented. Similar tasks in both departments have been reassigned and are now managed by one person. Other tasks have been eliminated or streamlined as needed using best practices. This builds capacity and establishes priorities for more efficient use of budgeted dollars.
- E. The consistently high performance of the City Clerk, including revenue-generation, cost savings, efficiencies, and absorption of the additional duties of the administrative oversight of the Mayor/Council offices, were the criteria used to set the new salary range for the City Clerk.
- F. Resolution No. 2012-255 established a salary range of \$97,042 -\$145,562 for the City Clerk.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL  
RESOLVES AS FOLLOWS:**

Section 1. Exhibit 3 to Resolution No. 2012-255 is amended as follows: the salary range for the City Clerk is \$116,452 - \$174,672.

Adopted by the City of Sacramento City Council on March 12, 2013 by the following vote:

Ayes: Councilmembers

Noes:

Abstain:

Absent:

\_\_\_\_\_  
Vice Mayor Angelique Ashby

Attest:

\_\_\_\_\_  
Shirley Concolino, City Clerk