



## City Council Report

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**File #:** 2016-01499

December 6, 2016

**Consent Item 08**

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**Title:** Compensation Adjustment for the City Clerk Position

**Recommendation:** Pass a Motion approving a salary increase for the City Clerk.

**Location:** Citywide

**Contact:** Melissa Chaney, Director, (916) 808-7173, Department of Human Resources

**Presenter:** None

**Department:** Human Resources

**Attachments:**

1-Description/Analysis

## Description/Analysis

**Issue Detail:** The City Council evaluated the performance of the City Clerk on November 10, 2016, during a duly noticed Closed Session. As a result of that performance review, the City Council directed staff to draft a report for City Council consideration that increases the City Clerk's annual salary from \$190,057.00 to \$193,859.00 effective June 24, 2016. This salary increase will exceed the current salary range for the City Clerk classification. Therefore, staff will be recommending a change in the City Clerk salary range to the City Council as part of a larger staff report on December 13, 2016.

**Policy Considerations:** The City Council may adjust the salary of appointive officers upon evaluation of performance.

**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:** From time to time, the City Council may review the performance of its appointive officers and recommend a compensation adjustment for outstanding performance.

**Financial Considerations:** The City Clerk position is an existing budgeted full-time equivalent position. In the current year, the department will cover the costs associated with this change. The City Clerk's budget will need to be adjusted in the Fiscal Year 2016/17 Proposed Budget to reflect the adjusted compensation.

**Local Business Enterprise (LBE):** Not applicable