

REPORT

To the Honorable Mayor and City Council
From Council Members Hartnett and Ira

April 3, 2006

Subject

City Clerk Compensation Adjustment

Recommendation

Adjust the salary of the position of City Clerk

Background

The City Clerk's anniversary for compensation adjustment is April of each year. As was the case with other Council appointed positions, incumbents suspended salary increases for multiple years. After going a number of years without an increase and falling significantly behind the median salary of the nine (9) comparator agencies, we are recommending that the City Clerk's base salary be increased by 9.10%. If approved, the City Clerk's base monthly salary will increase from \$8,249 to \$9,000 per month effective April 11, 2005.

The City Clerk's anniversary date of employment is March 29th of each year. The last compensation adjustment for the City Clerk occurred in April of 2002. The City Council did not conduct an evaluation in March of 2005 when a commensurate salary adjustment based on performance would have been granted. In January of 2006, the City Council did conduct the performance evaluation which supports this salary adjustment retroactive to April of 2005.

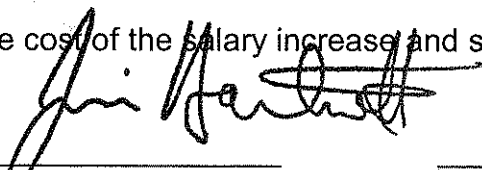
Alternative

- Not grant a salary increase at this time;
- Grant a lower salary increase at this time;
- Grant a higher salary increase at this time.

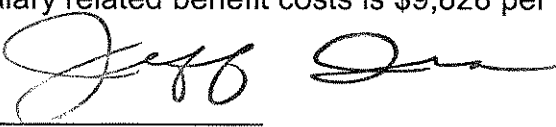
The first two alternatives may increase the likelihood of the incumbent relinquishing her position with the City. Recruiting and retaining a City Clerk with comparable skills and knowledge would be both costly and unlikely.

Fiscal Impact

The cost of the salary increase and salary related benefit costs is \$9,828 per fiscal year.



Jim Hartnett
Council Member
Personnel Subcommittee Member



Jeff Ira
Council Member
Personnel Subcommittee Member

Attachment

Resolution Authorizing Salary Increase

RESOLUTION NO. _____

**RESOLUTION AMENDING SALARY SCHEDULE AND
COMPENSATION PLAN FOR THE POSITION OF CITY CLERK**

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF REDWOOD CITY, AS
FOLLOWS:**

1. The compensation for the position of City clerk as set by Resolution No. 14490 approved on January 15, 2003, shall be retroactively increased by the sum of Nine One-tenth percent (9.10%) commencing from and after April 11, 2005.
2. In addition to the provisions of Paragraph 1, the terms and conditions of employment for the position of City Clerk shall include those provisions established for positions included in the Executive Management Classifications set forth in that certain document entitled, "Executive Management – Summary of Benefits – Effective February 7, 2005," as the same now exists or may hereafter be amended, a copy of which is on the file in the office of the Director of Human Resources.
3. This resolution shall be effective upon the date of its adoption.

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