



Staff Report

RESOLUTION APPROVING A SALARY INCREASE FOR CITY CLERK

Honorable Mayor and Council Members:

Summary

Staff recommends that the City Council adopt the attached resolution approving a salary increase for the City Clerk.

Background

The City department heads recently received salary increases that were approved by the Council on December 12, 2006. There were no changes in benefits. The City Clerk position is considered a department head position. To remain consistent on the timing of salary increases, last month the City Clerk requested a review of her salary. However, the City Clerk is not subject to performance evaluation as are the department heads. As a result, the City Clerk's compensation system is incompatible with the department heads' performance-based compensation system. The City Clerk's salary and benefits are set by the City Council, including any salary increases.

Historically, the City Clerk position has received salary and benefit changes under various methods, which in recent years include:

- Set equal to the Mid-Management/Confidential Employees Association (Resolution Number 7864, dated June 11, 1996).
- Set equal to those received by the unrepresented management employees/department heads (Resolution Number 8606, dated September 14, 1999).
- In November 2002, the City Council approved a resolution establishing salary range steps for the City Clerk and authorizing automatic annual salary step increases until the top step of the salary range was reached (Resolution Number 9328, dated November 21, 2002).

In September 2005, in lieu of granting an automatic salary step increase, the Council changed the method of determining the City Clerk's increase by setting it to an amount equivalent to CPI. This Resolution No. 9705 superceded and replaced all previous resolutions noted above (Resolutions 7864, 8606, and 9328). Historically, the City has used the April San Francisco-

Oakland-San Jose All Urban Consumer Price Index (CPI-U). The CPI-U for April 2005 was 2.1%. Using this index, the City Clerk received a salary increase of 2.1%, which increased the salary from \$6,527 to \$6,664 per month effective retroactive to July 1, 2005.

In addition, the City Clerk has typically received the same benefits as those provided to the department head group. In keeping with this practice, in September 2005, the Council approved an increase in the City Clerk’s life insurance coverage to \$200,000, and an increase in the flexible benefits plan contribution equal to the Kaiser family premium in January of each year as was approved for the department head group that fiscal year.

It should be noted that during fiscal year 2005, the City Clerk, along with department heads, City Council, and the City Treasurer, voluntarily implemented a three percent reduction in compensation as part of the City’s cost-savings program. This three percent reduction was eventually restored for all of the effected parties that same year effective July 1, 2005.

Discussion

To assist the Council in considering the City Clerk’s request for a salary increase, staff conducted a market salary survey using the unrepresented management survey group. The results are shown below. The Belmont City Clerk’s current salary is \$6,664 per month. As you can see below, Belmont is ranked last in the group at -24.47% below median. The April 2006 SF-Oak-SJ CPI was 3.2%. If the same method is used as in September 2005 to determine the City Clerk salary increase, this would result in a pay raise of 3.2%. It would place the City Clerk at -21.27% below the median. The Clerk’s salary would increase from \$6,664 per month to \$6,877 per month.

As an note of interest, if the former step range that was removed in November 2002 was still in place, the City Clerk would be at top step of \$7,336 per month and would be -13.07% below the market median.

Agency	Status	Class	Max Salary
San Carlos	Elected	City Clerk	8,477.00
Foster City	Appointed	City Clerk	8,384.00
Menlo Park	Appointed	City Clerk	8,347.00
Los Altos	Appointed	City Clerk	8,242.00
Burlingame	Elected	City Clerk	8,097.00
Millbrae	Appointed	City Clerk	7,613.00
Belmont	Elected	City Clerk	6,664.00

*Los Gatos does not have a comparable class.

Belmont Max Salary	6,664.00
Survey Median (less Belmont)	8,294.50
Belmont Differential	-24.47%

Considering the results of the survey, it is recommended that the Council consider the following:

- 1) Establish a goal of bringing the City Clerk salary up to median over a three-year period.
- 2) Grant the City Clerk an 8% adjustment to salary effective July 1, 2006 (3.2% CPI and 4.8% towards goal of attaining median). This would increase the Clerk's salary from \$6,664 per month to \$7,197 per month.
- 3) Continue to annually review the salary at the same time as department heads in May/June for the following fiscal year with the goal of attaining median over a phased in period.
- 4) The City Clerk has typically received the same benefits as those provided to the department head group. In keeping with this practice, continue to provide the same level of benefits. There were no changes in department head benefits this year. It is recommended they remain the same for the City Clerk this year.

General Plan/vision Statement

There will be no impact to the General Plan/Vision Statement.

Fiscal Impact

It is anticipated there will be a minimal impact to budget. The salary change described above is estimated to cost \$6,396 in fiscal year 2006-2007.

Public Contact

Posting of City Council Agenda.

Recommendation

Staff recommends that the City Council adopt the attached resolution approving a salary increase for the City Clerk effective July 1, 2006.

Alternatives

1. Provide staff with alternative direction.
2. Take no action.

Attachments

- A. Resolution Approving Salary Increase for City Clerk

Respectfully submitted,

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Human Resources Director

Jack R. Crist
City Manager

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RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT
APPROVING A SALARY INCREASE FOR CITY CLERK**

WHEREAS, the City Clerk is an elected official who salary is set by the City Council; and

WHEREAS; the Unrepresented Management Group recently received salary increases effective July 1, 2006; and

WHEREAS, the City Clerk position is a department head position and it is recommended this position continue to receive a review of salary and benefits at the same time as the unrepresented management group in keeping with past practice; and

WHEREAS, it is recommended that the City Clerk receive an eight-percent (8%) adjustment to salary effective July 1, 2006 (based on April 2006 CPI of 3.2% and 4.8% towards goal of attaining median), with all benefits to remain the same as the department head group, which are unchanged for fiscal year 2006-2007; and

WHEREAS, this resolution acts to supercede all resolutions in place prior to the date of its adoption, including, but not limited to Resolution No. 7864 titled "Resolution Granting the Same Economic and Benefit Changes to the City Clerk as Granted to the Management/Confidential Employees Association and Granting the City Clerk a Merit Increase" adopted June 11, 1996; Resolution No. 8606 titled "Resolution Amending the Compensation and Benefits Plan for the City Clerk" adopted September 14, 1999; Resolution No. 9328 titled "Resolution Establishing Salary Range Steps for the City Clerk" adopted November 21, 2002; and Resolution No. 9705 titled "Resolution Approving a Salary and Benefit Increase for City Clerk" adopted September 27, 2005.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Belmont does hereby approve a salary increase of eight-percent (8%) for the City Clerk effective July 1, 2006, and all benefits to remain the same as the department head group, which are unchanged for fiscal year 2006-2007.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a meeting thereof held on February 13, 2007, by the following vote:

AYES, COUNCILMEMBERS: _____

NOES, COUNCILMEMBERS: _____

ABSTAIN, COUNCILMEMBERS: _____

ABSENT, COUNCILMEMBERS: _____

CLERK of the City of Belmont

APPROVED:

MAYOR of the City of Belmont