



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. This increase is the second of three previously planned increases over a three year period in order to get the City Clerk to market median of the City's comparison cities.

Background

A companion report on this agenda recommends adjusting the City Department Heads salary schedules to market median. There were no changes in benefits. The elected City Clerk position is considered a department head position. The City Clerk's salary and benefits are set by the City Council, including any salary increases. On February 13, 2007, the Belmont City Council:

- Received a salary survey of other comparison cities which revealed Belmont's City Clerk salary was 24% below market median; and
- Agreed in concept to establish a goal of bringing the City Clerk salary up to median over a three-year period; and
- Granted the City Clerk an 8% adjustment to salary effective July 1, 2006 (3.2% CPI and 4.8% towards the goal of attaining median); and
- Continued the City Clerk's benefits at the same level as the City Department Heads.

A copy of the February 13, 2007 staff report is attached as attachment A.

Discussion

Staff updated the median market salary survey using the seven City unrepresented management survey cities group. Those cities are San Carlos, Foster City, Menlo Park, Burlingame, Los Altos, Millbrae and Belmont. The results are shown below. The Belmont City Clerk's current salary is \$ 7,197 per month. As you can see below, Belmont is still ranked last in the group at 15.81% below market median, but a significant improvement from the prior years 24% below.

The April 2007 SF-Oak-SJ CPI was 3.3%. If the Clerk is granted another 8% salary increase, this would result in a new salary of \$ 7,773 and would place the City Clerk at -6.7% below the market median of \$ 8334. The Clerk's salary would increase from \$ 7,197 per month to \$ 7,773

per month.

Agency	Status	Class	Max Salary
San Carlos	Elected	City Clerk	8,655.00
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	8,322.00
Millbrae	Appointed	City Clerk	7,765.00
Belmont	Elected	City Clerk	7,197.00

*Los Gatos does not have a comparable class.

Belmont Max Salary	7,197.00
Survey Median (less Belmont)	8,334.50

Belmont Differential	-15.81%
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Considering the results of the survey, it is recommended that the Council consider the following:

- 1) Continue the previously established 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, 2007 (3.3% CPI and 4.7% towards goal of attaining median). This would increase the Clerk’s salary from \$ 7,197 per month to \$7,773 per month.
- 3) Continue to annually review the salary at the same time as department heads 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 City Clerk the same level of benefits as unrepresented City Department Directors. 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 \$6,912 in fiscal year 2007-2008.

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, 2007.

Alternatives

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

Attachments

- A. Resolution Approving Salary Increase for City Clerk

Respectfully submitted,

Jack R. Crist
City Manager

Staff Contact:

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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 City Manager, is requesting a cost of living adjustment for the Unrepresented Management Group effective July 1, 2007; 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, 2007 (based on April 2007 CPI of 3.3% and 4.7% towards goal of attaining median), with all benefits to remain the same as the department head group, which are unchanged for fiscal year 2007-2008; and

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, 2007, and all benefits to remain the same as the department head group, which are unchanged for fiscal year 2007-2008.

* * * * *

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 November 27, 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