



# City of Sunnyvale

## Agenda Item-No Attachments (PDF)

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### **REPORT TO COUNCIL**

#### **SUBJECT**

Adopt a Resolution Amending the City's Salary Resolution to Increase the Salary Range of the City Clerk Classification.

#### **BACKGROUND**

This report recommends amending the City's Salary Resolution to update the schedule of pay for the classification of City Clerk.

#### **EXISTING POLICY**

Section 1104, Pay Plan, of the City Charter states that amendments to the pay schedule may be adopted from time to time by the City Council upon the recommendation of the City Manager.

#### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" with the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

#### **DISCUSSION**

In January, the Office of the City Manager was notified by the City Clerk of her intent to retire in May 2019. In anticipation of the need to conduct a recruitment to fill the vacancy that will be created, a salary study was conducted to assess pay equity for the City Clerk classification among Sunnyvale's comparable cities. The study shows that the City Clerk classification in Sunnyvale is paid below the comparable city average. This request is to increase the salary range of the classification in advance of the recruitment process in efforts to attract a competitive and qualified pool of applicants.

Based on the results of the salary study, Human Resources recommends increasing the City Clerk control point to \$145,716/annually. This is an increase from \$132,469/annually and aligns the City Clerk classification control point with the control point of the comparable classifications of Human Resources Manager and Risk Manager, both of which are division manager classifications with a single program focus.

#### **FISCAL IMPACT**

The recommended action will increase the annual cost to the City by approximately \$17,000 per year (after accounting for the additional pension cost increase), or approximately \$430,000 over twenty years. The City Clerk is budgeted in the operating budget for the Office of the City Manager. Through vacancy savings, the department can absorb the increase in the current year. Staff will include the increased salary in the FY 2019/20 Recommended Budget.

### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's website.

### **RECOMMENDATION**

Adopt a Resolution amending the City's Salary Resolution (Resolution No. 190-05) to Increase the Salary Range of the City Clerk Classification.

Prepared by: Delanie LoFranco, Human Resources Manager

Reviewed by: Tina Murphy, Director of Human Resources

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

### **ATTACHMENTS**

1. Salary Survey - City Clerk
2. Resolution