



AGENDA REPORT

Department

DATE:	May 20, 2025
TO:	Mayor Martinez and Members of the City Council
FROM:	Nickie Mastay, Deputy City Manager, Internal Services Sharrone Taylor, Director of Human Resources
Subject:	Annual Compensation Adjustment for the City Clerk
FINANCIAL IMPACT:	The compensation adjustment will increase the City Clerk's base salary by approximately \$10,406 annually, which can be absorbed in the budget of the City Clerk's Department (Clerk's budget - Funding Source: 01141013-Multiple)
PREVIOUS COUNCIL ACTION:	May 21, 2024
STATEMENT OF THE ISSUE:	Approval by the City Council in an open session is required to authorize compensation for the City Clerk.
RECOMMENDED ACTION:	APPROVE a five percent (5%) salary adjustment for the City Clerk effective March 2, 2025, in accordance with the IFPTE Local 21 Executive Management Memorandum of Understanding Section 6.4D – Human Resources Department (Nickie Mastay/Sharrone Taylor 510-620-6602)

DISCUSSION:

On March 13, 2025, the City Council received a report detailing the City Clerk's achievements and future objectives. The report also outlined instructions for conducting an annual evaluation of the City Clerk. According to the IFPTE Local 21 Memorandum of Understanding Section 6.4.D, since the evaluation was not conducted within sixty days of the City Clerk's anniversary date, she is entitled to an automatic five percent (5%) salary increase.

City staff are therefore seeking approval from the City Council for the City Clerk's annual salary adjustment. The adjustment will be retroactive to March 2, 2025, increasing the City Clerk's base salary from \$208,125 annually to \$218,531 annually, reflecting a five percent increase. This adjustment falls within the currently approved salary range for the position of City Clerk. Upon approval, staff will process the personnel action and implement the salary increase.

The City Clerk's total compensation, which includes base salary and dollar-cost benefits, amounts to approximately \$296,370 annually.

Compensation Components	Amount
Base Salary	~\$218,531
Car Allowance	\$4,200
Benefits Package (medical, dental, vision, etc.)	~\$29,042
CalPERS (Normal Cost + Unfunded Liability)	~\$44,597
Total Estimated Annual Compensation	~\$296,370

DOCUMENTS ATTACHED:

None