



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: MAY 24, 2016
FROM: COLLEEN J. NICOL, CITY CLERK WARDS: ALL
SUBJECT: ASSISTANT CITY CLERK SALARY RANGE ADJUSTMENT - RESOLUTION

ISSUE:

The issue for City Council consideration is to approve the amendment to the Master Salary and Fringe Benefits Plan increasing the salary range for the Assistant City Clerk position within the City Clerk's Office.

RECOMMENDATION:

That the City Council adopt the attached Resolution amending the Master Salary and Fringe Benefits Plan setting the salary range for the Assistant City Clerk position at \$6,636 - \$10,440 per month, effective July 1, 2016.

BACKGROUND:

A salary survey was conducted of cities of similar size and complexity to ascertain the appropriate level of compensation for the various staff positions within the City Clerk's Office. The survey showed that all positions were within the average range with the exception of the Assistant City Clerk position. The current salary range of the Assistant City Clerk is \$5,622 - \$7,861 per month. The proposed range is \$6,636 to \$10,440 per month.

FISCAL IMPACT:

Salary costs are included annually in the City Clerk's Office Budget.

Prepared by: Colleen J. Nicol, City Clerk
Approved as to form: Gary G., Geuss, City Attorney

Attachments:

- 1) Resolution
- 2) Salary Survey