



STAFF REPORT	
SUBJECT: Consideration of Updates to FY 24-25 Salary Schedule	MEETING DATE: Nov. 21, 2024
SUBMITTED BY: Alan Flora, City Manager	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL:

The City Council is being asked to consider changes to the FY 2024-25 Salary Schedule.

BACKGROUND/ DISCUSSION:

Staff recommends changes to the salary schedule to address two positions, Administrative Services Director and Assistant City Manager. Currently the Administrative Services Director has a salary range of 64 (\$99,737 to \$121,231 annually). This salary compares to other department head positions such as Public Works Director and Finance Director with a salary range of 69 (\$112,642 to \$136,917 annually). The Administrative Services Director position is relatively new and the responsibilities have evolved over the past several years with the incumbent taking on increasing responsibilities. This position is comparable in responsibility and it is recommended that it have the same salary range as the Public Works Director and Finance Director.

Additionally, the City has not had an Assistant City Manager since 2019. The salary range for this position has not kept pace with the other positions in the leadership team. While management does not currently intend to fill the position in the near term it is appropriate to update the position range to a more appropriate level. The recommended range is 85 (\$165,450 to \$201,106 annually).

Pursuant to subsection (3) to Government Code § 54953(c), prior to the City Council taking final action, staff will provide an oral report summarizing the financial highlights of the proposed action.

OPTIONS:

1. Provide Direction to Staff.

FISCAL IMPACT:

None \$ Budgeted Item? Yes No

Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$

Affected fund(s): General Fund Measure P Fund Measure V Fund Other:

Comments:

STRATEGIC PLAN IMPACT

- Goal #1: Make Clearlake a Visibly Cleaner City
- Goal #2: Make Clearlake a Statistically Safer City
- Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- Goal #4: Improve the Image of Clearlake
- Goal #5: Ensure Fiscal Sustainability of City
- Goal #6: Update Policies and Procedures to Current Government Standards
- Goal #7: Support Economic Development

SUGGESTED MOTIONS:

Attachments:

1. FY 24-25 Salary Schedule