



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Consideration of Updated Salary Range for the Public Works Director Position and Salary Schedule;
Resolution No. 2022-59

MEETING DATE:
October 6, 2022

SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk

PURPOSE OF REPORT: ☐ Information only ☐ Discussion ☒ Action Item

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to approve an updated salary range for the Public Works Director position and corresponding updated salary schedule.

BACKGROUND/DISCUSSION:

As your Council is aware, the position of Public Works Director has been vacant since May 2022. Despite several recruitment techniques, the position has remained unfilled. Staff has reviewed the position description, responsibilities, and the current salary, along with an informal review of comparative cities throughout California. The current salary Range is Range 66: \$98,712.61 - \$119,985.80. Based on the review and internal discussions, staff believes that the position salary should be adjusted to Range 69, \$106,176.09 - \$129,057.70, which is also the current salary range for the Director of Finance and a competitive wage for this vital position. If your Council agrees with this change, staff is confident this position can be filled in the coming weeks.

OPTIONS:

1. Move to adopt Resolution No. 2022-59
2. Other direction

FISCAL IMPACT:

☐ None ☒ Approximately \$30,000 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: Gas Tax Fund

Comments: Final budget affects could be offset with salary savings while position remains unfilled.

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:

Move to adopt Resolution No. 2022-59, A Resolution of the City Council of the City of Clearlake Approving an Updated Salary Range for the Public Works Director Position and Updated Salary Schedule.

- ☒ **Attachments:**
- 1) Public Works Director Job Description
 - 2) Resolution No. 2022-59
 - 3) Updated Salary Schedule