



STAFF REPORT
11/13/2024

TO: Honorable Mayor and City Council Members

FROM: Dr. Gabriel Martin, City Manager

SUBJECT: Ordinance No. 1217 Increasing Compensation of the Elected City Clerk and the City Treasurer Positions (Second Reading)

RECOMMENDED ACTION:

Staff recommends that the City Council conduct the second reading and adopt the following Ordinance:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COACHELLA, CALIFORNIA, AMENDING COACHELLA MUNICIPAL CODE SECTION 2.08.010 REGARDING CITY CLERK AND TREASURER COMPENSATION

BACKGROUND:

In 2005, the City Council set the monthly salary for the City Clerk and City Treasurer at Three Hundred Dollars and Zero Cents (\$300.00). Since that time, nineteen (19) years have passed and the compensation amount has not been adjusted.

The proposed Ordinance was reviewed in November 2024 and the City Council voted in favor to increase the salary of the City Clerk and City Treasurer to Seven Hundred Dollars and Zero Cents (\$700.00) and to move the Ordinance forward for second reading and adoption.

DISCUSSION/ANALYSIS:

The Coachella Municipal Code Section 2.08.010 provides for the salary of the City Clerk and City Treasurer to be \$300.00 per month. However, the salary of the City Clerk and City Treasurer was set in 2005 and there has not been an increase or adjustment in the last nineteen (19) years.

The City Clerk and the City Treasurer, in a general-law city, must receive, at stated times, a compensation fixed by ordinance or resolution, pursuant to California Government Code Section 36517.

The only other City in the Coachella Valley with an elected City Clerk and City Treasurer is the City of Indio. The salary for the City Clerk in 2023 was \$1,200.00 per year and the City Treasurer salary was \$200 per year per [transparentcalifornia.com](https://www.transparentcalifornia.com). Similarly, the elected City Clerk and City Treasurer for the City of Banning have a fixed yearly salary of \$1,200.00 not including benefits.

In contrast, in the City of Blythe the elected City Clerk has a fixed yearly salary of \$7,200.00 plus benefits. The City of Blythe elected City Treasurer has a fixed yearly salary of \$6,000 plus benefits.

Currently, the monthly salary for each City Council member is \$1,275.00.

The proposed Ordinance would increase the City Clerk and City Treasurer salary to Seven Hundred Dollars and Zero Cents (\$700.00). The City Clerk and City Treasurer salary increase will take effect on the proposed Ordinance's effective date.

The increase in salary is in the best interests of the City because it will encourage qualified persons to seek the positions of the City Clerk and City Treasurer and ensure that the City Clerk and City Treasurer positions are compensated comparably to City Clerk and City Treasurer positions of other general law cities.

FISCAL IMPACTS

City Clerk and City Treasurer compensation, under this ordinance, will be increase the impact to the General Fund by \$9,600 per year.

ATTACHMENT

1. Ordinance No. 1217 Increasing Compensation of the Elected City Clerk and the City Treasurer Positions.