



**STAFF REPORT**  
**11/13/2024**

**TO:** Honorable Mayor and City Council Members

**FROM:** Dr. Gabriel Martin, City Manager

**SUBJECT:** Ordinance No. 1217 - An Ordinance Increasing Compensation of the Elected City Clerk and the City Treasurer Positions

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**RECOMMENDED ACTION:**

It is recommended that the City Council discuss and consider adopting an ordinance to increase the salary compensation of the City Clerk and the City Treasurer.

**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.

**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 by an amount decided by the City Council. Any City Clerk and City Treasurer salary increase would 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.

Proposed Salary Increases:

<b>Option:</b>	<b>Annual Compensation:</b>	<b>Monthly Compensation:</b>
<b>A</b>	\$7,200/year	\$600/month
<b>B</b>	\$12,000/year	\$1,000/month
<b>C</b>	\$14,400/year	\$1,200/month

**ALTERNATIVES:**

1. Provide Staff with an alternative compensation
2. Continue this item and provide staff with direction

**FISCAL IMPACTS**

City Clerk and City Treasurer compensation, under this ordinance, will increase the impact to the General Fund below:

<b>Option:</b>	<b>Annual Impact to the General Fund:</b>
<b>A</b>	\$3,600 x 2 = \$7,200
<b>B</b>	\$8,400 x 2 = \$16,800
<b>C</b>	\$10,800 x 2 = \$21,600

**ATTACHMENT**

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