

**Adoption of a Resolution Extending Authorization of a Temporarily
Salary Adjustment for the City Clerk**

Recommendation

Staff recommends that the City Council adopt the attached resolution providing for an extension of a temporary increase in the salary for the City Clerk.

Background

In October 2001 the City Council authorized a temporary salary increase for the City Clerk as a result of the retirement of the previous Deputy City Clerk. The temporary increase is scheduled to expire January 31, 2002. The City Clerk has requested that this period be extended through March 31, 2002.

Analysis

Effective October 16, 2001, the City Council authorized a temporary increase in the salary for the City Clerk. This increase was requested due to the additional duties performed by the City Clerk in order to review the full range of work performed in the office following the retirement of the Deputy City Clerk.

The City Clerk has made progress in her review, however some delays have occurred due to the relocation of City Hall offices to temporary facilities. The City Clerk is requesting a two month extension through March 31, 2002.

Fiscal Impact

There is no additional fiscal impact to the City as adequate funds continue to be available from salary savings as a result of the vacant Deputy City Clerk position effective October 4, 2001.

Respectfully submitted:

Concur:

Michael A. Earl
Personnel & Risk Management Director

Stephen Burrell
City Manager

RESOLUTION NO. 02-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HERMOSA BEACH, CALIFORNIA, AMENDING THE COMPENSATION TO BE RECEIVED BY THE CITY CLERK EFFECTIVE FEBRUARY 1, 2002 THROUGH MARCH 31, 2002

WHEREAS, a vacancy exists in the Office of the City Clerk necessitating a review of the duties and responsibilities of that office and,

WHEREAS, this review will result in a significant increase in duties performed by the City Clerk.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HERMOSA BEACH, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That pursuant to Section 2.72.050 of the City of Hermosa Beach Municipal Code, the compensation of the City Clerk shall be fixed by resolution of the City Council.

SECTION 2. That the City Clerk shall receive an additional monthly salary equal to one-half (50 percent) of the Clerk's regular monthly salary for the period, commencing February 1, 2002 through March 31, 2002, payable semi-monthly at the same time and in the same manner as the salaries paid to each of the officers and employees of the City.

SECTION 3 That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED THIS 22nd DAY OF JANUARY, 2002.

PRESIDENT of the City Council, and **MAYOR** of the City of Hermosa Beach

ATTEST:

APPROVED AS TO FORM:

City Clerk

City Attorney