

**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 was to originally expire January 31, 2002 and was extended by City Council action to 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. In addition, the City Clerk has continued to perform additional work in the absence of a Deputy.

The City Clerk has completed her review of the work performed and is now ready to begin the recruitment process to fill the vacant Deputy City Clerk position. This process is scheduled to be completed in May with an appointment expected the first part of June. The filling of this position will also be coordinated with staff moving back into the City Hall building. Due to space constraints, there is no workspace available in the temporary facilities for the new Deputy City Clerk. The City Clerk has requested an extension of her temporary salary increase until the Deputy City Clerk has been appointed.

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

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 and,

WHEREAS, the current vacancy has increased the workload of 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 continuing until the appointment of a Deputy City Clerk, 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 26th DAY OF MARCH, 2002.

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

ATTEST:

APPROVED AS TO FORM:

City Clerk

City Attorney