



City of Santa Ana
20 Civic Center Plaza, Santa Ana, CA 92701
Staff Report
May 7, 2024

TOPIC: City Clerk Performance Evaluation and Salary Adjustment

AGENDA TITLE

Resolution and Agreement Amendment Reflecting the Positive City Clerk Evaluation Conducted on April 16, 2024, and Approving an Adjusted Annual Salary for the City Clerk; and Resolution Approving the Council Appointee Salary Schedule in Compliance with the California Public Employees' Retirement System (CalPERS) and Title 2 of the California *Code of Regulations* section 570.5.

RECOMMENDED ACTION

1. Adopt a resolution reflecting the positive City Clerk performance evaluation conducted on April 16, 2024 and approving an adjusted annual salary for the City Clerk, and

RESOLUTION NO. 2024-XXX entitled A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA ANA AFFIRMING A POSITIVE PERFORMANCE EVALUATION AND APPROVING A SALARY ADJUSTMENT FOR THE CITY CLERK

2. Approve a first amendment to City Clerk employment agreement to reflect adjusted annual salary (Agreement No. A-2024-XXX), and
3. Adopt a resolution updating the City's Classification and Compensation Plan with the amended annual salary for City Clerk, and approving the Council Appointee Salary Schedule in compliance with the California Public Employees' Retirement System (CalPERS) and Title 2 of the California *Code of Regulations* section 570.5.

RESOLUTION NO. 2024-XXX entitled A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA ANA TO EFFECT CERTAIN CHANGES TO THE CITY'S CLASSIFICATION AND COMPENSATION PLAN

GOVERNMENT CODE §84308 APPLIES: No

DISCUSSION

The City Clerk's employment agreement with Jennifer Hall was approved on February 7, 2023 with an annual salary of \$172,000. The City Charter provides that the City Council shall conduct performance evaluations of its appointees on an annual basis. In addition, the City Clerk's employment agreement provides for an annual performance evaluation and the opportunity for salary adjustments based on positive evaluations.

The City Council conducted a performance evaluation of the City Clerk on April 16, 2024. The City Clerk received a positive performance evaluation and it is recommended that the City Clerk's annual salary be adjusted to \$182,320 effective April 16, 2024. The first proposed resolution affirms the positive performance evaluation and approves an adjusted City Clerk annual salary (Exhibit 1). Also included is an amendment to the City Clerk's employment agreement to reflect the annual salary adjustment (Exhibit 2) and a resolution to amend the City's Classification and Compensation Plan and approve the Council Appointee Salary Schedule to reflect the aforementioned City Clerk salary adjustment (Exhibit 3).

FISCAL IMPACT

The City Council's adoption of the proposed resolutions will result in an annual total increase in costs of approximately \$10,320, with a Fiscal Year 2023-24 impact of approximately \$3,214. There are sufficient funds in the City Clerk's Office budget (account 01107031-61000) to cover the increased costs.

EXHIBIT(S)

1. Resolution affirming a positive performance evaluation and approving an annual salary adjustment for the City Clerk
2. First Amendment to City Clerk Employment Agreement
3. Resolution amending the City's Classification and Compensation Plan and approving the amended Council Appointee Salary Schedule

Submitted By: Lori Schnaider, Acting Executive Director of Human Resources

Approved By: Alvaro Nuñez, Acting City Manager