



CITY *of* CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: SEPTEMBER 2, 2008

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: ANTHONY M. COROALLES, CITY MANAGER

SUBJECT: RECOMMENDATION TO ADOPT RESOLUTION NO. 2008-1146, APPROVING THE POSITION OF A FULL-TIME PERMANENT CITY CLERK AND ESTABLISHING THE SALARY RANGE; AND ADOPTION OF RESOLUTION NO. 2008-1147, APPOINTING A CITY CLERK

MEETING

DATE: SEPTEMBER 10, 2008

SUMMARY RECOMMENDATION:

That the City Council approve the position of a full-time permanent City Clerk in the Mid-Management classification and establish the salary range at P157 (\$6,653 - \$8,309 per month), and appoint Gwen Peirce to the position of City Clerk.

BACKGROUND:

Now that we are in the new City Civic, it is necessary to make a few changes in staff responsibilities in order to ensure the smooth operation of City Hall and the Library. The City Clerk position will assume all responsibilities and duties related to the administration of the City Clerk Division. The Director of Administrative Services (formerly Assistant City Manager) will be responsible for Administration, Library, Human Resources, supervising the City Clerk, and everything having to do with the physical operation of the Civic Center.

FISCAL IMPACT/SOURCE OF FUNDING:

The fiscal impact is approximately \$4,000 for the remainder of fiscal year 2008/2009 which provides for an increase in the City Clerk salary range.

REQUESTED ACTION:

It is requested that the City Council adopt Resolution No. 2008-1146, approving the position of City Clerk with a salary range of P157 (\$6,653 - \$8,309 per month) with approval of the budget accordingly, and adopt Resolution No. 2008-1147, appointing Gwen Peirce as the City Clerk.

ATTACHMENTS:

Resolution No. 2008-1146

Resolution No. 2008-1147