

Agenda Report

November 25, 2024

TO: City Council

FROM: Mayor Victor M. Gordo

SUBJECT: APPROVE AN EMPLOYMENT AGREEMENT FOR CITY CLERK

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action in the agenda report is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15061(b)(3) "Common Sense" exemption; and
2. Approve an employment agreement for City Clerk Mark Jomsky to provide an increase to salary and the classification's salary control rate. It is further recommended that the Mayor be authorized to sign the employment agreement to reflect City Council-approved changes.

BACKGROUND:

On April 23, 2018, the City entered into an employment agreement (Contract No. 22,943) with Mark Jomsky as City Clerk. The employment agreement has been modified by the City Council four times on April 8, 2019 (Contract No. 22,943-1), December 6, 2021 (Contract No. 22,943-2), November 21, 2022 (Contract No. 22,943-3), and December 4, 2023 (Contract No. 22,943-4).

As a result of the City Clerk's recently completed performance evaluation covering 2023-2024, the Council recommends approving the attached new employment contract for Mark Jomsky. This contract incorporates prior amendments plus the following modifications:

1. Compensation/Salary – Effective July 15, 2024, the City Clerk will be paid a base annual salary of \$256,923, representing a 4% general wage increase, and the salary control rate for the City Clerk classification shall also be \$256,923. This aligns with the effective date and salary increase other non-represented employees received as part of the non-represented Salary Resolutions.

Effective the pay period that includes December 1, 2024, the City Clerk will be paid a base annual salary of \$272,338, representing a 6% merit/salary increase, and the salary control rate for the City Clerk classification shall also be \$272,338. The increase takes into consideration the regional labor market, internal salary differentials between the position and direct reports, and his performance, which continues to exceed expectations.

2. Bonus Pay – The City Clerk will receive a one-time, lump sum payment of approximately \$27,234 (10% of salary) in recognition of his superior performance and accomplishments during this evaluation period.
3. Management Time Off (MTO) Hours – The City Clerk will receive a one-time allotment of 40 hours in addition to the City Clerk’s regular MTO allotment.
4. Auto Allowance – The City Clerk will receive an auto allowance equal to the amount provided to the Assistant City Manager classification, currently \$625 per month.

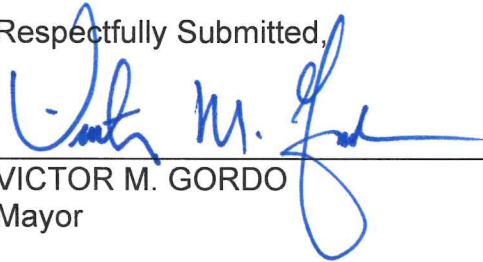
COUNCIL POLICY CONSIDERATION:

The approval of the employment agreement supports the City Council’s strategic goal of maintaining fiscal responsibility and stability.

FISCAL IMPACT:

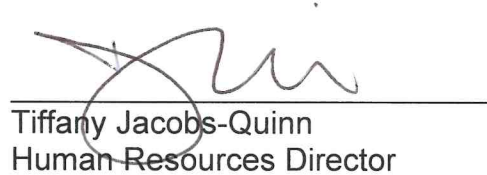
The approval of the employment agreement for the City Clerk is estimated to have an overall FY 2025 impact of \$71,506 which includes a one-time cost of \$32,471. This position is budgeted to the General Fund (101), and the City Clerk Department's FY 2025 Operating Budget includes appropriations for anticipated wage increases. However, staff will monitor personnel expenses and request additional appropriations during the fiscal year if necessary.

Respectfully Submitted,



VICTOR M. GORDO
Mayor

Prepared by:



Tiffany Jacobs-Quinn
Human Resources Director

Attachments:

Attachment A – City Clerk Employment Agreement