



Santa Clara Valley Water District

File No.: 17-0352

Agenda Date: 8/22/2017

Item No.: 4.4.

BOARD AGENDA MEMORANDUM

SUBJECT:

Compensation Adjustments for the Clerk of the Board.

RECOMMENDATION:

- A. Consider and determine compensation adjustments, if any, for the Clerk of the Board; and
- B. Adopt Resolution PROVIDING FOR THE COMPENSATION OF THE CLERK OF THE BOARD, A BOARD APPOINTED OFFICER OF THE SANTA CLARA VALLEY WATER DISTRICT, and Approve Employment Agreement.

SUMMARY:

The Board is requested to consider a retroactive compensation adjustment for the Clerk of the Board, Michele King, a Board Appointed Officer (BAO), for fiscal year 2017 and the approval of an employment agreement. All District employees, except the three BAOs, were granted a Cost of Living Adjustment (COLA) effective July 1, 2016. While classified employees received the 3% adjustment negotiated in their respective Memoranda of Understanding, Unclassified employees received an adjustment of 2.70% based upon the April 2016 San Francisco CPI-U. Compensation of the BAOs is established by the Board, and the Board had not taken formal action on BAO compensation in 2016. In accordance with Board direction, the Clerk of the Board will receive a retroactive salary adjustment of 2.7% (\$3,868.80) to cover fiscal year 2017 (July 1, 2016 through June 30, 2017) for an adjusted annual salary of \$147,139.20.

To better coordinate record management throughout the entire District, responsibility for the Record & Library Service Unit will be transferred to the Clerk of the Board. This unit includes the operations of the Records Management Center, the District's records management program, the District Library, document control for Administrative Policies, and provision of responses to legal demands for documents, such as public records requests, subpoenas, and grand jury investigations. The Records Management Center securely stores, retrieves, and arranges for proper disposition of District records in accordance with the District's records retention policy. The Records Management Program is responsible for administering the District's records management policies, procedures, and records retention schedules, and training staff in their appropriate usage. In recognition of the additional duties exercised by the Clerk of the Board and critical support the Clerk of the Board provides to the Board of Directors, the Clerk's salary range will be reallocated to that of the Deputy range. Effective

July 1, 2017, the Clerk of the Board's annual compensation will be increased to \$174,720 which is the Fiscal Year 2016 midpoint of the salary range for that classification.

FINANCIAL IMPACT:

The additional personnel service expense associated with this position reclassification will be reflected in the Clerk of the Board program budget at the next midterm budget adjustment.

CEQA:

The recommended action does not constitute a project under CEQA because it does not have potential for resulting in direct or reasonably foreseeable indirect physical changes in the environment.

ATTACHMENTS:

Attachment 1: Resolution and Employment Agreement

UNCLASSIFIED MANAGER:

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