



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

## Cover Memo

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**File #:** LB 20-059, **Version:** 1

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**DATE:** December 1, 2020

**TO:** Mayor and City Council

**FROM:** Assistant City Manager

### **SUBJECT**

City Clerk Employment Agreement: Adopt a Resolution Approving the Amendment to the Employment Agreement Between the City of Hayward and the City Clerk and Authorizing the Mayor to Execute the Agreement

### **RECOMMENDATION**

That Council adopts a resolution (Attachment II) approving the amendment to the employment agreement between the City of Hayward and the City Clerk and authorizing the Mayor to execute the agreement.

### **SUMMARY**

On September 22, 2020, Council approved the current employment agreement between the City of Hayward and the City Clerk, which expires on June 30, 2021. Subsequently, the Council Appointed Officers (CAO) Committee reviewed a total compensation market study for the position of City Clerk, which indicated the position was approximately twelve percent (12%) below the market average when compared to similar positions in surrounding jurisdictions. Therefore, the Committee recommends that Council amends the existing employment agreement with the City Clerk to provide a 12% equity adjustment phased in over two (2) years, 6% each year, to bring the City Clerk's total compensation up to market average. The Committee also recommends extending the term of the employment agreement to five (5) years to align the three terms of the Council-appointed officers' employment agreements.

### **ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Resolution