



City of Rochester Hills  
AGENDA SUMMARY  
NON-FINANCIAL ITEMS

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Legislative File No: 2014-0248

**TO:** Mayor and City Council Members  
**FROM:** Pamela M. Gordon, Director of Human Resources  
**DATE:** June 16, 2014  
**SUBJECT:** Recommendation for 2015 Department Director Equity Adjustment

**REQUEST:**

To accept the budget recommendation of the HR Technical Review Committee for a two percent (2%) equity adjustment for the position of City Clerk in 2015.

**BACKGROUND:**

Pursuant to Section 8.8 of the City Charter of the City of Rochester Hills, City Council is required to set in the annual budget, by resolution, the annual salary for department directors, Mayor, and rates of compensation for City Council and members of Boards and Commissions. As directed by Article III, Section 5 of the City Council Policy for Salaries of Department Directors and Mayor, and Per Diem Fees for City Boards and Commissions, as amended, the HR Technical Review Committee reviewed and discussed the information provided by the Administration at its meetings on April 28 and June 2, 2014. The committee reached consensus in support of a 2% equity adjustment recommendation for the City Clerk.

External salary data suggests that the City Clerk is about mid-range among comparable communities. However, for internal comparison, the base pay for City Clerk is 7.6% less than average and the lowest of City department director salaries. A 2% equity adjustment for 2015 maintains a mid-market position, while recognizing such internal comparisons as staff size (ranked 7<sup>th</sup> out of 10) and responsibility for multiple operating units; including Elections, City Council, Vital Records and Cemetery.

**RECOMMENDATION:**

That City Council accepts the recommendation of the HR Technical Review Committee for 2% equity adjustment to the 2015 salary of the City Clerk, for a total base annual salary of \$93,257.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Mayor		
Deputy Clerk		