

**MEMORANDUM**  
OFFICE OF THE  
COUNTY EXECUTIVE  
COUNTY OF PLACER

**TO:** Honorable Board of Supervisors  
**FROM:** <sup>TM</sup> Thomas Miller, County Executive Officer  
**DATE:** February 6, 2007  
**SUBJECT:** Merit Increase for Clark Moots, Director of Administrative Services

**ACTION REQUESTED:**

Approve a merit increase for Clark Moots Director of Administrative Services, from Grade 667 Step 3 to Grade 667 Step 4, at \$67.19 per hour. This merit increase would be effective February 3, 2007.

**BACKGROUND:**

In accordance with County Code provisions for unclassified positions, it is necessary for your Board to review and approve merit increases for those persons in the unclassified service.

**ISSUE STATEMENT:**

Performance Evaluation and Personnel Action forms have been submitted for Clark Moots, Director of Administrative Services, recommending approval of a step increase. This office concurs with the recommendation.

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