



City of San Leandro

Meeting Date: October 7, 2019

Staff Report

File Number: 19-517

Agenda Section: CONSENT CALENDAR

Agenda Number: 8.D.

TO: City Council

FROM: Jeff Kay
City Manager

BY: Jeff Kay
City Manager

FINANCE REVIEW: David Baum
Finance Director

TITLE: Staff Report for City of San Leandro City Council Adopt a Resolution to Amend the San Leandro Management Organization (SLMO) Salary Schedule to Adjust the Salary Range for the Classification of Deputy City Manager and to Appropriate from the General Fund Unrestricted Reserves \$32,400 for 2019-20 and \$34,000 for 2020-21

SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council adopt a resolution to amend the salary schedule of the San Leandro Management Organization (SLMO) to adjust the salary range for the classification of Deputy City Manager, and to appropriate from the General Fund Unrestricted Reserves \$32,400 for 2019-20 and \$34,000 for 2020-21.

BACKGROUND

On December 21, 2015, the City Council approved the addition of the Deputy City Manager classification to the San Leandro Management Organization (SLMO) salary schedule. At that time, the Deputy City Manager classification was established at salary range 10 (\$9,674-\$11,756 per month).

Staff recommends increasing the Deputy City Manager classification by 15% to salary range 7 (\$11,756-\$13,611 per month) to make the salary more commensurate with the requirements of the position and allow the City to be consistent with surrounding communities for similar positions. A salary survey conducted by staff showed the classification to be significantly below market median among comparable agencies. The proposed salary increase would bring the salary closer in line with the current market, but would still remain below the median. The salary increase would also provide internal alignment with other senior manager classifications in the City that hold a high-level of responsibility.

The higher salary range reflects the scope, impact, and responsibilities of this position, which

includes managing complex, high-profile initiatives and projects of significant importance to the City, such as the City's legislative platform and revenue measure analysis. This position manages extensive public processes, must be a skilled communicator with high-level key stakeholders, and works collaboratively with department heads, the City Attorney, and City Council. The position reports to the City Manager, supervises staff, and exercises a high-level of management discretion during high profile projects.

The City has met and conferred to agreement with SLMO regarding the salary adjustment.

Fiscal Impacts

The Deputy City Manager classification is currently set at range 10 (\$9,674-\$11,197 per month). The 15% proposed salary increase would set the classification at range 7 (\$11,197-\$13,611 per month), which has a budget impact up to \$32,400 annually for one budgeted position for 2019-20, and \$34,000 for 2020-21.

Budget Authority

Staff recommends City Council approval of additional appropriations from the General Fund Unrestricted Reserves to fund the increase in salary and benefits for the Deputy City Manager position of \$32,400 for 2019-20 and \$34,000 for 2020-21 (Account No. 010-12-020-4000).

PREPARED BY: Emily Hung, Human Resources Manager, City Manager's Office



City of San Leandro

Meeting Date: October 7, 2019

Resolution - Council

File Number: 19-518

Agenda Section: CONSENT CALENDAR

Agenda Number:

TO: City Council

FROM: Jeff Kay
City Manager

BY: Jeff Kay
City Manager

FINANCE REVIEW: David Baum
Finance Director

TITLE: RESOLUTION of the City of San Leandro City Council to Amend the San Leandro Management Organization Salary Schedule to Adjust the Salary Range for the Classification of Deputy City Manager and to Appropriate from the General Fund Unrestricted Reserves \$32,400 for 2019-20 and \$34,000 for 2020-21

The City Council of the City of San Leandro does RESOLVE as follows:

That the City of San Leandro hereby amends the San Leandro Management Organization salary schedule, which is attached hereto and made a part hereof, for the Deputy City Manager classification to salary range 7 (\$11,756-\$13,611 per month); and

That the City Council authorizes the City Manager to appropriate from the General Fund Unrestricted Reserves \$32,400 for 2019-20 and \$34,000 for 2020-21 to fund the increased salary and benefits.

CITY OF SAN LEANDRO
SLMO Salary Schedule
Effective 1/1/19

Approved by City Council on 02/16/2016
 Last revised 10/07/2019

SR	CLASSIFICATION	Step 1	Step 2	Step 3	Step 4	Step 5
1	Assistant City Manager	15005	15757	16544	17371	18239
2	No classification falls within range	14290	15005	15757	16544	17371
3	Community Development Director Engineering and Transportation Director Finance Director Public Works Services Director	13611	14290	15005	15757	16544
4	Chief Technology Officer Human Resources Director Library Director Recreation and Human Services Director	12964	13611	14290	15005	15757
5	No classification falls within range	12345	12964	13611	14290	15005
6	City Engineer Deputy Community Development Director Human Resources Manager Information Technology Manager	11756	12345	12964	13611	14290
7	Chief Building Official Chief Innovation Officer Deputy City Manager Economic Development Manager Principal Engineer Water Pollution Control Manager	11197	11756	12345	12964	13611
8	Assistant Finance Director Assistant Public Works Services Director Assistant Recreation and Human Services Director Environmental Services Manager Facilities and Open Space Manager Library Services Manager Planning Manager Street Maintenance Manager	10665	11197	11756	12345	12964
9	City Clerk Principal Planner Senior Engineer	10157	10665	11197	11756	12345
10	Assistant Water Pollution Control Manager Deputy City Manager Deputy Finance Director Deputy Public Works Services Director Emergency Services Manager Housing-Community Development Block Grant Manager Police Business Manager Police Support Services Manager Recreation and Human Services Manager Shoreline Operations Manager	9674	10157	10665	11197	11756
11	Assistant Information Technology Manager Assistant to the City Manager Grants Administrator Public Information Officer Budget and Compliance Manager Senior Human Resources Analyst	9213	9674	10157	10665	11197
12	No classification falls within range	8774	9213	9674	10157	10665
13	Administrative Analyst II	8355	8774	9213	9674	10157
14	No classification falls within range	7957	8355	8774	9213	9674
15	Administrative Analyst I	7579	7957	8355	8774	9213
16	No classification falls within range	7217	7579	7957	8355	8774