



# City of San Leandro

Meeting Date: September 7, 2021

## Staff Report

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**File Number:** 21-488

**Agenda Section:** CONSENT CALENDAR

**Agenda Number:** 8.K.

**TO:** City Council

**FROM:** Fran Robustelli  
City Manager

**BY:** Fran Robustelli  
Interim City Manager

**FINANCE REVIEW:** Susan Hsieh  
Finance Director

**TITLE:** Staff Report for a City of San Leandro City Council Resolution to Amend the San Leandro Management Organization (SLMO) Salary Schedule to Add the Classification of Assistant City Manager

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### 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 add the classification of Assistant City Manager.

### BACKGROUND

The Assistant City Manager classification was previously a part of the San Leandro Management Organization (SLMO) bargaining group. In September 2020, the classification was removed from SLMO when an individual employment agreement was negotiated with Assistant City Manager Elizabeth Warmerdam. At that time, the employment agreement for Ms. Warmerdam was executed as part of a retention effort of this key executive position. Assistant City Manager Warmerdam retired on July 15, 2021.

### Analysis

The separation of the previous Assistant City Manager provides an opportunity to return the classification to the management organization where the classification will reside with all other department head and mid-manager classifications. The position would receive the same benefits and terms as provided in the SLMO Memorandum of Understanding.

Staff recommends that the Assistant City Manager classification be set at a salary range of \$185,460 - \$225,432 annually (range 1). This salary range aligns with the SLMO salary schedule and is the same range previously approved by the City Council on September 28, 2020.

The City has met and conferred with SLMO to agreement that the Assistant City Manager classification shall be returned under the SLMO bargaining group to align with other City executive management positions.

**Fiscal Impacts**

The proposed change will have no financial impact to the City's budget. Assistant City Manager is a budgeted position and is fully funded in the City's operating budget at the proposed salary range.

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



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Meeting Date: September 7, 2021

## Resolution - Council

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**File Number:** 21-489 **Agenda Section:** CONSENT CALENDAR

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**TO:** City Council

**FROM:** Fran Robustelli  
City Manager

**BY:** Fran Robustelli  
Interim City Manager

**FINANCE REVIEW:** Susan Hsieh  
Finance Director

**TITLE:** RESOLUTION of the City of San Leandro City Council Amending the San Leandro Management Organization (SLMO) Salary Schedule to Add the Classification of Assistant City Manager

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WHEREAS, the Assistant City Manager classification was previously a part of the San Leandro Management Organization (SLMO) but was removed in September 2020; and

WHEREAS, the City Manager recommends returning the Assistant City Manager classification to the San Leandro Management Organization (SLMO) to align with other executive management staff.

NOW THEREFORE, the City of San Leandro City Council does RESOLVE as follows:

That the City of San Leandro hereby amends the San Leandro Management Organization (SLMO) salary schedule to add the classification of Assistant City Manager, which is attached hereto and made a part hereof.

**CITY OF SAN LEANDRO**  
**SLMO Salary Schedule**  
**Effective 09/08/2021**

Last revised 02/01/21

<b>SR</b>	<b>CLASSIFICATION</b>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>
<b>1</b>	Assistant City Manager	<b>15455</b>	<b>16230</b>	<b>17040</b>	<b>17892</b>	<b>18786</b>
<b>2</b>	No classification falls within range	<b>14719</b>	<b>15455</b>	<b>16230</b>	<b>17040</b>	<b>17892</b>
<b>3</b>	Community Development Director Engineering and Transportation Director Finance Director Public Works Services Director	<b>14019</b>	<b>14719</b>	<b>15455</b>	<b>16230</b>	<b>17040</b>
<b>4</b>	Chief Technology Officer Human Resources Director Library Director Recreation and Human Services Director	<b>13353</b>	<b>14019</b>	<b>14719</b>	<b>15455</b>	<b>16230</b>
<b>5</b>	No classification falls within range	<b>12715</b>	<b>13353</b>	<b>14019</b>	<b>14719</b>	<b>15455</b>
<b>6</b>	City Engineer Deputy Community Development Director Human Resources Manager Information Technology Manager	<b>12109</b>	<b>12715</b>	<b>13353</b>	<b>14019</b>	<b>14719</b>
<b>7</b>	Chief Building Official Chief Innovation Officer Deputy City Manager Economic Development Manager Principal Engineer Water Pollution Control Manager	<b>11533</b>	<b>12109</b>	<b>12715</b>	<b>13353</b>	<b>14019</b>
<b>8</b>	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	<b>10985</b>	<b>11533</b>	<b>12109</b>	<b>12715</b>	<b>13353</b>
<b>9</b>	City Clerk Principal Planner Senior Engineer Senior Transportation Engineer	<b>10462</b>	<b>10985</b>	<b>11533</b>	<b>12109</b>	<b>12715</b>
<b>10</b>	Assistant Water Pollution Control Manager Deputy Public Works Services Director Emergency Services Manager Financial Services Manager Housing-Community Development Block Grant Manager Police Business Manager Police Support Services Manager Recreation and Human Services Manager Shoreline Operations Manager	<b>9964</b>	<b>10462</b>	<b>10985</b>	<b>11533</b>	<b>12109</b>
<b>11</b>	Assistant Information Technology Manager Assistant to the City Manager Grants Administrator Public Information Officer Senior Human Resources Analyst	<b>9489</b>	<b>9964</b>	<b>10462</b>	<b>10985</b>	<b>11533</b>
<b>12</b>	No classification falls within range	<b>9037</b>	<b>9489</b>	<b>9964</b>	<b>10462</b>	<b>10985</b>
<b>13</b>	Administrative Analyst II	<b>8606</b>	<b>9037</b>	<b>9489</b>	<b>9964</b>	<b>10462</b>
<b>14</b>	No classification falls within range	<b>8196</b>	<b>8606</b>	<b>9037</b>	<b>9489</b>	<b>9964</b>
<b>15</b>	Administrative Analyst I	<b>7806</b>	<b>8196</b>	<b>8606</b>	<b>9037</b>	<b>9489</b>
<b>16</b>	No classification falls within range	<b>7434</b>	<b>7806</b>	<b>8196</b>	<b>8606</b>	<b>9037</b>