



CITY OF SAN MATEO

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Agenda Report

Agenda Number: 15

Section Name: {{section.name}}

Account Number: 10-1311

File ID: {{item.tracking_number}}

TO: City Council

FROM: Alex Khojikian, City Manager

PREPARED BY: Human Resources Department

MEETING DATE: October 16, 2023

SUBJECT:

City Manager, City Attorney, Department Head and Deputy Director Compensation Plan – Amendment

RECOMMENDATION:

Adopt a Resolution to amend the Compensation Plan to include salary increases for Assistant City Manager, effective October 29, 2023.

BACKGROUND:

The City Council determines the salary and benefits compensation for employees. The department heads are not represented by a bargaining group, and their salary ranges are determined by the City Council. The department heads are at-will positions and serve at the pleasure of the City Manager.

The current vacant status of the Assistant City Manager (ACM) position created an opportunity to reconfigure staffing in the City Manager's Office to reflect its current and future needs. The City Manager updated the ACM job specification to include additional duties and responsibilities, which elevates and broadens the scope of the ACM role. In addition to the existing responsibilities for managing the day-to-day operations of the City Manager's Office, overseeing and performing special projects as determined by the City Manager, additional responsibilities were added. These additional responsibilities include supervision of multiple Department Heads and their associated departments as assigned, conducting specific and comprehensive analyses of a wide range of municipal policies and procedures, leading multi-departmental initiatives, and representing the City Manager's interests in these efforts. The ACM will also serve as the City Manager in the City Manager's absences or as assigned, work closely with the City Manager and Department Heads as assigned to implement City Council policy directives and enable the development and implementation of related goals, objectives, and policies.

The ACM department head classification last received an increase to its salary range on March 5, 2023. The elevation and broadening of the ACM job duties and essential function indicates that the Salary for the ACM classification should increase to reflect these changes. In September staff conducted an ACM job classification compensation study utilizing the market survey agencies listed in the City's Management Association Memorandum of Understanding to set the top salary range. The study also included a compaction analysis of department heads the ACM would directly oversee as well as the City Manager.

Based on the compensation survey and compaction analysis the proposed resolution recommends a thirteen (13.0%) increase effective October 29, 2023, to the salary range for Assistant City Manager, increasing the current monthly salary range of \$18,916.60 - \$20,566.77 to the proposed range of \$21,375.76 - \$23,566.77. This salary range for the ACM classification would be approximately 18% below the current salary for the City Manager, and 10% above the salary range of the highest-level subordinate, Public Works Director, to avoid any salary compaction.

Pursuant to Municipal Code Section 4.02, the City Council provides for the compensation of all officers and employees and salaries shall be fixed by resolution. Title 2 of the California Code of Regulations (CCR), Section 570.5, requires the City Council to adopt a full salary schedule, as a standalone document detailing the rates of pay for each City classification, and to maintain this salary schedule as a publicly available document for at least five years. CalPERS uses this salary schedule to determine the “compensation earnable” when calculating the monthly pension an individual will receive when they retire. “Compensation earnable” is defined by the Public Employees’ Retirement Law (PERL) Government Code Sections 20636, and 20636.1 as pay rate and special compensation as defined in the statutes.

BUDGET IMPACT:

Approval of the compensation resolution results in an estimated \$37,600 in additional cost per fiscal year for the Assistant City Manager. For Fiscal Year 2023-24, the City Manager’s operating budget will be able to absorb any additional costs. As such, no additional budget appropriation is needed.

ENVIRONMENTAL DETERMINATION:

This action is not a project subject to CEQA, because it is a government fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. (CEQA Guidelines Section 15378(b)(4).)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 - Proposed Resolution

Exhibit A - City Manager, City Attorney, Department Head, Deputy Director Salary Schedule

Att 2 - Track changes City Manager, City Attorney, Department Head, Deputy Director Compensation Plan

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