

2011 JUL -7 PH 2: 34

# CITY OF OAKLAND

## AGENDA REPORT

**TO:** Office of the City Administrator  
**FROM:** Department of Human Resources Management  
**DATE:** July 19, 2011

**RE:** Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. (The Salary Ordinance) to Increase the Salary for the Classification of City Administrator

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### SUMMARY

Staff has prepared an ordinance amending the Salary Schedule of Ordinance No. 12187 C.M.S. (The Salary Ordinance) to increase the salary for the classification of City Administrator. The increase is requested and recommended to bring the Salary Ordinance into alignment with the salary agreement proposed by the Mayor and adopted by Council resolution on July 5, 2011.

### FISCAL IMPACT

Amending the salary for the classification of City Administrator raises the maximum salary from \$21,998.92 per month (\$263,987 annually) to \$22,750 per month (\$273,000 annually). The change increases the personnel costs associated with the position. On July 5, 2011 City Council authorized the appointment of City Administrator, Deanna Santana, at a salary of \$273,000 annually. The total fiscal impact of the new salary to personnel costs for the position, fully burdened, will be \$14,162.13 annually.

### BACKGROUND

On October 14, 2004 City Council passed Ordinance No. 12629 CMS which provided a fifty percent (50%) salary range for the City's executive positions. The salary range proposed in the Salary Ordinance amendment accompanying this report raises both the minimum salary and the maximum salary for the classification to provide a 50% salary range.

### KEY ISSUES AND IMPACTS

Effective recruitment and retention at the highest level of city government requires that the City provide a competitive compensation package to attract and retain the most highly qualified candidates.

Item: \_\_\_\_\_  
City Council  
April 5, 2011

### POLICY DESCRIPTION

Ordinance No. 12187 C.M.S. establishes salaries and other terms and conditions of City employment, including the classification of positions. Amendments to the Ordinance, including changes to the salary schedule, are required periodically to keep the Salary Ordinance current.

The attached ordinance and this report have been prepared in accordance with the legislative requirements for implementing changes to the Salary Ordinance.

### SUSTAINABLE OPPORTUNITIES

No economic, environmental, or social equity opportunities have been identified.

### DISABILITY AND SENIOR CITIZEN ACCESS

There are no direct disability or senior citizen access issues associated with this report.

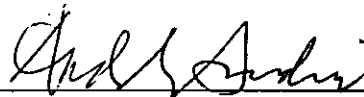
### RECOMMENDATION

Staff recommends that City Council adopt an amendment to the Salary Schedule of Ordinance No. 12187 C.M.S. (The Salary Ordinance) to increase the salary for the classification of City Administrator.

### ACTION REQUESTED OF THE CITY COUNCIL

Staff requests that the City Council approve the proposed ordinance to allow the City to attract and retain the most highly qualified and experienced executive to manage the City's administration.

Respectfully submitted,



Andrea R. Gourdine, Director  
Department of Human Resources Management

Prepared by:  
Kip Walsh, HR Manager  
Recruitment & Classification Division, DHRM

APPROVED AND FORWARDED TO THE  
CITY COUNCIL:



Office of the City Administrator

Item: \_\_\_\_\_  
City Council  
July 19, 2011

**DRAFT**

INTRODUCED BY COUNCILMEMBER \_\_\_\_\_

City Attorney

2011 07 - 7 P. 00000000  
**OAKLAND CITY COUNCIL**

**ORDINANCE No. \_\_\_\_\_ C.M.S.**

**AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 (THE SALARY ORDINANCE) TO INCREASE THE SALARY FOR THE CLASSIFICATION OF CITY ADMINISTRATOR**

**THE COUNCIL OF THE CITY OF OAKLAND DOES ORDAIN AS FOLLOWS:**

Section 1. Ordinance No. 12187 C.M.S. "The Salary Ordinance" is hereby amended as set forth below. Additions are indicated by underscoring and deletions are indicated by strike-through-type; portions of ordinances not cited or not shown in underscoring or strike-through type are not changed.

Section 2. Effective upon passage, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit UK1.75.061 Pay Grade Table to read as follows:

<i>Classification Name</i>	<i>Class No.</i>	<i>Range</i>
City Administrator	ET108	Min-14666-00 Max-21998-92
		<u>Min 15166.67</u> <u>Max 22750.00</u>

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_, 2011

PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, BRUNNER, DE LA FUENTE, KAPLAN, KERNIGHAN, NADEL, SCHAAF, and PRESIDENT REID

NOES-

ABSENT-

ABSTENTION-

ATTEST: \_\_\_\_\_

LaTonda Simmons  
City Clerk and Clerk of the Council  
of the City of Oakland, California

DATE OF ATTESTATION: \_\_\_\_\_