

I. Clearly define the responsibilities of the City Administrator to both the Mayor and the City Council.

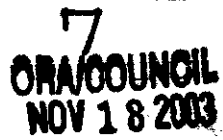
Section 503. Powers of Appointment and Removal.

The City ~~Manager~~ Administrator shall be responsible to the Council for the proper and efficient ~~administration and implementation~~ ^{execution enforcement} of all adopted measures, ordinances, and budgets, and shall be responsible to the Mayor for the proper and efficient administration of all affairs of the City under his/her jurisdiction, and shall, subject to the provisions of Article IX of this Charter and except as otherwise provided in this Charter, have the power to appoint, assign, reassign, discipline and remove all directors or heads of departments and all employees under his jurisdiction. She may delegate to directors or other department heads responsible to him the authority to appoint, discipline and remove subordinate employees, subject to the provisions of Article IX of this Charter.

II. Standardize the language for the salary setting process for each of the Charter officers (the Mayor, City Attorney, and City Auditor).

Section 300. The Mayor.

The Mayor shall be nominated and elected from the City at large ~~and shall receive an annual salary payable in equal monthly installments, and without any additional compensation or fees provided for in Section 202 of this Charter.~~ The salary of the office of the Mayor shall be set by the Council by a separate resolution at the time of adoption of each budget, and may not be reduced during the Mayor's term of office, except as part of a general reduction of salaries of all



~~officers and employees in the same amount or proportion. which shall be not less than 70% nor more than 90% of the average salaries of City Managers' Chief Executive Officers of California cities within the three immediate higher and the three immediate lower cities in population to Oakland. but shall not exceed the salary of the City Manager of the City of Oakland as certified by the City Clerk. The Mayor's salary shall be reviewed by the City Council in odd-numbered years and may be adjusted by the Council as provided for herein. Any portion of an increase in compensation for the Mayor in excess of five percent for each fiscal year must be approved by the voters.~~

Section 401 (1). City Attorney.

The City Attorney shall be nominated and elected in the same manner, and at the same election, as the Councilmember-at-large. The salary of the elected City Attorney shall be set by the Council by a separate resolution at the time of adoption of each budget and may not be reduced during the City Attorney's term of office, except as part of a general reduction of salaries of all officers and employees in the same amount or proportion. Any portion of an increase in compensation for the City Attorney in excess of five percent for each fiscal year must be approved by the voters.

Section 403. City Auditor.

The City Auditor shall be nominated and elected in the same manner, for the same term, and at the same election, as the Mayor. To be eligible to the office a person must be a qualified elector of the State of California, and shall be a resident of the City at the time of filing nomination papers and for thirty (30) days immediately preceding the date of filing, and shall be certified by the California State Board of Accountancy as a Certified Public Accountant or by the Institute of Internal Auditors as a Certified Internal Auditor. The salary of the office shall be set by the Council *by a separate resolution at the time of adoption of each budget* and may not be reduced during the City Auditor's term of office, except as a part of a general reduction of salaries for all officers and employees in the same amount or proportion. *Any portion of an increase in compensation for the City Auditor in excess of five percent for each fiscal year must be approved by the voters.* The City Auditor shall have the power and it shall be his or her duty to audit the books, accounts, money and securities of all departments and agencies of the City and such other matters as the Council may request; to report to the Council periodically the results of such audits and to advise and make recommendations to the City Manager regarding accounting forms design, fiscal and statistical reports and the methods or procedures for maintaining the accounts and accounting system throughout all departments, offices and agencies of the City. The City Auditor shall report to the Council instances of noncompliance with accepted accounting principles where recommendations for compliance have not been implemented by the City Manager after reasonable time and opportunity. The City Auditor shall conduct surveys, reviews, and audits as the Auditor deems to be in the best public interest or as required by the Council or Mayor. For these purposes the public interest shall include, but not be limited to:

- (1) Reviewing and appraising the soundness, adequacy and application of accounting, functional, and operating controls and reliability and timeliness of accounting and other data generated within the organization.
- (2) Evaluating the city's internal controls to ensure that the City's assets and resources are reasonably safeguarded from fraud, waste, and mismanagement.
- (3) Ascertaining compliance with Council's resolutions and policies and the Mayor's Administrative Instructions and Directives, as well as applicable State and Federal laws and regulations.
- (4) Providing assistance to City Departments to enhance the effectiveness, efficiency and economy of their operations.
- (5) Preparing an impartial financial analysis of all ballot measures, pursuant to the provisions of the Municipal Code.
- (6) Preparing impartial financial analyses of proposed major expenditures prior to the approval of such expenditures. These analyses will be for informational purposes only and will include, but not be limited to, proposals, contracts, ventures, programs and construction projects. The proposed major expenditures selected for these financial analyses will be based on requests from Mayor/Council and/or deemed to be prudently advisable in the objective and professional judgment of the City Auditor.
- (7) Responding to requests for audit and reviews.
- (8) Submitting, at a public meeting of the full City Council, a quarterly report to the Council and public on the extent of implementation of recommendations for corrective actions made in the City Auditor's report.

Attachment A

(9) The City Auditor shall conduct performance audits of each department as specified in the City budget.

The City Auditor shall be represented in all legal matters by the City Attorney except as provided otherwise in Section 401.