



APPROVED
BY THE CITY COUNCIL

FEB 4 1997

OFFICE OF THE
CITY CLERK

1.18

OFFICE OF THE
CITY MANAGER

CITY OF SACRAMENTO
CALIFORNIA

CITY HALL
ROOM 101
915 I STREET
SACRAMENTO, CA
95814-2684

January 30, 1997

City Council
Sacrament, California

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Honorable Members in Session:

**SUBJECT: CHANGES TO THE CITY MANAGER'S AND THE CHARTER
OFFICERS' AUTHORITY OVER UNREPRESENTED MANAGEMENT
POSITIONS**

LOCATION/COUNCIL DISTRICT:

City-Wide

RECOMMENDATION:

It is recommended that the City Council adopt a resolution approving:

Increased authority of the City Manager and the Charter Officers to add, change, and adjust salaries of exempt management positions within the budget for exempt management salaries.

CONTACT PERSON:

Donna Giles, Director of Human Resources, 264-5820

FOR COUNCIL MEETING OF:

February 4, 1997

SUMMARY:

This report, conceptually approved January 28, 1997, is recommending clarifying language for the increased authority for the City Manager and the Charter Officers to allow them to add, delete, change, or move around exempt management positions within their jurisdiction and in the context of the management salary budget.

COMMITTEE/COMMISSION ACTION:

None.

BACKGROUND:

As budget dollars continue to shrink and demands increase, we are exploring creative ways of managing our dollars more effectively. We are making the organization more accountable by reorganizing and restructuring. The broadbanding and pay-for-performance structure conceptually approved January 28, 1997, will allow for flexibility and efficiencies. The increased authority for the City Manager and the other Charter Officers is requested in order to be able to maximize the efficiencies available. This responsibility would include the ability to move management positions between organizations where applicable, change the salaries of management positions and the number of management positions within the context of the budget. Currently, any change in the number of positions, the addition or deletion of positions, change in program, and any change of salary by more than two steps must be approved by the City Council. This authority would allow the City Manager and the Charter Officers, where applicable, to make adjustments for recruitment difficulty or to assign management personnel on special projects and properly compensate for superior performance where warranted. The elimination of management positions would allow the use of that salary money to increase to amount available for the performance pay structure. This flexibility is consistent with the broadband pay structure being developed which allows for easier movement within and between bands and emphasizes competencies and performance as the measures for compensation. The City Manager's and the Charter Officers' authority would be limited to those management salary funds where they are the ultimate appointing authority. These executives can not change their own salary without City Council approval. The recommended implementation date for this change is February 4, 1997. To keep the City Council informed, periodic reports will be given to council concerning the activity under this authority. The amended resolutions approved January 28, 1997 regarding salary inequities and adjustments are in Attachment #1 for your information.

FINANCIAL CONSIDERATIONS:

The City Manager and the Charter Officers increased authority has no additional cost to the overall budget.

POLICY CONSIDERATIONS:

The authority granted to the City Manager and the Charter officers to adjust exempt management salaries and positions shall be exercised so as to not adversely impact policies, programs and priorities established by the City Council.

The utilization of this increased authority will be reviewed by City Council on a periodic basis.

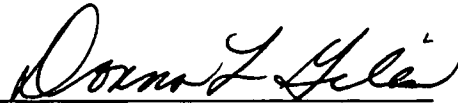
ENVIRONMENTAL CONSIDERATIONS:

Administrative activities such as increased authority does not constitute a "project" and no CEQA review is required.

MBE/WBE EFFORTS:

Not applicable.

Respectfully submitted,



DONNA L. GILES
Director of Human Resources

RECOMMENDATION APPROVED:

for 

WILLIAM H. EDGAR
City Manager

APPROVED
BY THE CITY COUNCIL

FEB 4 1997

OFFICE OF THE
CITY CLERK

RESOLUTION NO. 91-052

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

**A RESOLUTION AUTHORIZING THE CITY MANAGER
AND CHARTER OFFICERS TO ADJUST EXEMPT
MANAGEMENT POSITIONS AND SALARIES WITHIN
EXISTING EXEMPT MANAGEMENT SALARY BUDGETS**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. (a) Except with respect to organizational unit 0100 (Mayor-City Council Office), the City Manager is authorized to:
 - (i) Move exempt management positions and salaries between organizational units and departments under the Manager's administrative jurisdiction as needed to carry out the efficient operation of the City of Sacramento.
 - (ii) Change the number of exempt management positions under the Manager's administrative jurisdiction, by adding or deleting positions, so long as the total exempt management salary budget within the Manager's jurisdiction does not increase.
 - (iii) Adjust the salary of individual exempt managers or positions under the Manager's jurisdiction within broad bands, so long as the total exempt management salary budget within the Manager's jurisdiction does not increase.
- (b) The City Attorney, City Treasurer, and City Clerk each are authorized to:
 - (i) Change the number of exempt management positions under his or her administrative jurisdiction, by adding or deleting positions, so long as the total exempt management salary budget for each department does not increase.

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- (ii) Adjust the salary of individual exempt managers or positions under his or her administration within the broad bands, so long as the total exempt management salary budget for each department does not increase.
 - (c) The authority granted to the City Manager and the Charter officers to adjust exempt management salaries and positions shall be exercised so as to not adversely impact policies, programs and priorities established by the City Council.
 - (d) Subsections (a) and (b) notwithstanding, the salaries for the City Manager, City Attorney, City Treasurer, and City Clerk shall be modified only by City Council action and approval.
2. The City Manager and Charter officers shall report to the City Council periodically on their utilization of the expanded authority over exempt management positions and salaries. Reports shall include a description of exempt management salary adjustments made and exempt management positions added or deleted.
 3. The provisions of Section 1, subsections (a) and (b); above, are hereby added to:
 - (a) The 1996-1997 Budget Resolution
 - (b) Resolution No. 96-233 (Personnel Resolution Covering Unrepresented Officers and Employees dated June 22, 1996)
 - (c) Resolution 96-231 (Salary Resolution)
 4. Resolution No.96-233, the Personnel Resolution Covering Unrepresented Officers and Employees dated June 22, 1996, is amended by suspending the application of the following sections to exempt management positions (excluding positions in organizational unit 0100):
 - Section 1.2 Advancement in Rate of Compensation
 - Section 1.3 Effect of Classification Change on Rate of Compensation
 - Section 1.4 Effect of Change of Salary Range Upon Compensation

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Section 1.5 Rate of Compensation Upon Return to City Service

Section 1.6 Effect of Leave of Absence Without Pay Upon Compensation

Section 1.8 Rates Higher Than Top Step (Y-Rate)

Section 1.9 Salary Ranges (subsections a. and b. only):

a. Supplemental Salary Range

b. Performance Payment

Section 1.11 Temporary Work in Higher Classification

MAYOR

ATTEST:

CITY CLERK

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RESOLUTION NO. _____ 6

DATE ADOPTED: _____

**AMENDED
RESOLUTION NO.**

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

**A RESOLUTION AMENDING RESOLUTION NO. 96-231,
RELATING TO SALARIES FOR EXEMPT MANAGEMENT POSITIONS**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. Resolution No. 96-231 shall be amended as follows:

- (a) The salary schedule shall be amended to reflect and implement the equity salary adjustments set forth in Attachment #1, in the approximate amount of \$105,000 for 1996-1997, effective February 1, 1997.
- (b) Salaries for Charter officers shall be increased 5%, effective, February 1, 1997, as follows:

City Manager from \$9,917.00 to \$10,413.00;
City Attorney from \$8,977.00 to \$9,426.00;
City Treasurer from \$7,750.00 to \$8,138.00; and
City Clerk from \$6,004.00 to \$6,304.00.

MAYOR

ATTEST:

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DATE ADOPTED: _____

SALARY EQUITY ADJUSTMENTS

Attachment #1
For Information Only

CLASSIFICATION	ISSUE	RECOMMENDATION
OMWSB Coordinator	Salary compaction with AA II	Increase by 5.2% from \$4366 to \$4595 at top step 1 incumbent = \$2,748
Sr. Engineer/Architect	Salary compaction caused by subordinates with incentives	Increase by 2.7% from \$5185 to \$5325 at top step 16 incumbents x \$1,680 = \$26,880
Administrative Services Officer	Salary compaction with AA II	Increase by 4% from \$4250 to \$4420 at top step 11 incumbents x \$2,040 = \$22,440
Property Management Section Administrator	Salary compaction with AA II	Increase by 4% from \$4250 to \$4420 at top step 1 incumbent = \$2,040
Deputy Fire Chief	Benefit compaction loss of 6% erosion of management package and 1% incentive	Increase by 5% from \$7049 to \$7401 at top step 3 incumbents x \$4,224 = \$12,672
Division Fire Chief	Benefit compaction loss of 6% erosion of management package and 1% incentive	Increase by 5% from \$6029 to \$6330 at top step 8 incumbents x \$3612 = \$28,896
Fire Battalion Chief	Benefit compaction loss of 6% erosion of management package and 1% incentive	Increase by 5% from \$5854 to \$6147 at top step 6 incumbents x \$3526 = \$21,096
Deputy Police Chief	Benefit compaction loss of 6% erosion of management package 2% pay and 1% incentive	Increase by 9% from \$6913 to \$7535 at top step 2 incumbents x \$7464 = \$14,928
Deputy Police Chief (000)	Benefit compaction loss of 6% erosion of management package 2% pay and 1% incentive	Increase by 3.8% from \$7259 to \$7535 at top step 1 incumbent = \$3312
Police Captain	Benefit compaction loss of 6% erosion of management package 2% pay and 1% incentive	Increase by 9% from \$6162 to \$6717 at top step 5 incumbents x \$6,660 = \$33,300

CLASSIFICATION	ISSUE	RECOMMENDATION
Police Sector Captain	Benefit compaction loss of 6% erosion of management package 2% pay and 1% incentive	Increase by 3.8% from \$6470 to \$6717 at top step 4 incumbents x \$2,964 = \$11,856
Code Enforcement Manager	Recruitment difficulties	Increase by 2.3% from \$5325 to \$5445 at top step 1 incumbent = \$1,440
Art Museum Manager	Recruitment difficulties	Increase by 8% from \$5185 to \$5618 at top step 1 incumbent = \$5,196
Golf Manager	Recruitment difficulties	Increase by 8% from \$5185 to \$5618 at top step 1 incumbent = \$5,196
Emergency Services Officer*	Increased duties	Increase by 5% from \$4045 to \$4250 at top step 1 incumbent = \$2,460
Revenue Manager*	Increased duties	Increase by 5.5% from \$5325 to \$5618 at top step 1 incumbent = \$3,516
Fleet Manager*	Increased duties	Increase by 11.2% from \$5618 to \$6249 at top step 1 incumbent = \$7,572
Water & Sewer Superintendent (Field Services)*	Increased duties	Increase by 9.4% from \$4366 to \$4776 at top step 3 incumbents x \$4,920 = \$14,760
Public Safety Communication Manager*	Increased duties	Increase by 4.8% from \$5081 to \$5325 at top step 1 incumbent = \$2,928
Investment Officer I	Compaction from recruitment class	Increase by 8.1% from \$3288 to \$3553 at top step 1 incumbent = \$3,180
Assistant City Attorney	Increased duties	Increase by 7.7% from \$7443 to \$8016 at top step 1 incumbent = \$6,876

* no budget increase is being requested for these adjustments

**AMENDED
RESOLUTION NO.**

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

**A RESOLUTION AUTHORIZING DEVELOPMENT OF A
BROADBANDING PAY STRUCTURE FOR EXEMPT MANAGEMENT
POSITIONS AND APPROVING SALARY EQUITY ADJUSTMENTS
IN THE APPROXIMATE AMOUNT OF \$105,000, AND CHARTER OFFICER
SALARY ADJUSTMENTS AND EXPENSE ALLOWANCE ADJUSTMENTS,
IN THE APPROXIMATE AMOUNT OF \$14,000.00**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. The City Council hereby authorizes development and implementation of a broadbanding pay structure/pay-for-performance plan as described in the City Manager's report dated January 23, 1997, for exempt management classifications only, excluding classifications or employees in organizational unit 0100 (Mayor-City Council office). Existing exempt management classifications will be collapsed into broad bands (broad pay ranges for multiple classifications) effective on or after January 28, 1997. All classifications will enter the new bands at their current salary. Bands may be adjusted from time to time by the City Manager. Except as provided in this resolution and the accompanying modifications to Resolution No. 96-231 and the 1996-1997 Budget with respect to exempt management salary equity adjustments totaling approximately \$105,000, subsequent adjustment to individual exempt management salaries will be at the discretion of the appointing authority.
2. Resolution No. 96-231 and the 1996-1997 Budget shall be amended to implement the equity adjustments set forth in Attachment #1, in the approximate amount of \$105,000, effective February 1, 1997.
3. Resolution No. 96-231 and the 1996-1997 Budget shall be amended to provide a 5% salary increase to the City Manager, City Attorney, City Treasurer, and City Clerk, and to adjust Mayor/City Council expense allowances, and to provide an expense allowance for the City Attorney, in the approximate amount of \$14,000.00, effective February 1, 1997.

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DATE ADOPTED: _____

4. The City Manager is authorized to negotiate and execute a consulting services contract with Fox Lawson and Associates for assistance in developing a broadbanding pay structure and a pay-for-performance evaluation process for exempt management classifications only, in an amount not to exceed \$70,000.00.
5. The criteria for broadbanding and pay for performance shall be presented to City Council for review and approval before implementation.

MAYOR

ATTEST:

CITY CLERK

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DATE ADOPTED: _____

**AMENDED
RESOLUTION NO.**

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

**A RESOLUTION AMENDING RESOLUTION NO. 96-233,
THE PERSONNEL RESOLUTION COVERING UNREPRESENTED
OFFICERS AND EMPLOYEES**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. Resolution No. 96-233, the Personnel Resolution Covering Unrepresented Officers and Employees, dated June 22, 1996, is amended by changing the term City Manager to Appointing Authority whenever it appears in the following sections:

Section 1.2a Advancement in Steps
Section 1.9a Supplemental Salary Range
Section 1.9b Performance Payment

2. Resolution No. 96-233, the Personnel Resolution Covering Unrepresented Officers and Employees, dated June 22, 1996, is amended by adding the following classifications to the list of specified exempt management positions covered by Section 1.9a:

Mayor/City Council Office Manager
Senior Administrative Services Officer
Administrative Assistant to the Mayor
Administrative Assistant to the City Council

3. Resolution 96-233, the Personnel Resolution Covering Unrepresented Officers and Employees dated June 22, 1996, is modified by amending the following section(s) to read:

Section 4.1c.(1): The sum of \$400.00 per month is established as a City expense reimbursement allowance for the City Council members, other than the Mayor, for which no vouchers need by furnished.

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Section 4.1c.(2): The sum of \$520.00 per month is established as a secretarial expense allowance for the Mayor, for which no vouchers need be furnished.

Section 4.1c.(3): The sum of \$400.00 per month is established as a City expense reimbursement allowance for the City Manager for which no vouchers need be furnished. The sum of \$350.00 per month is established as a City expense reimbursement allowance for the City Attorney for which no vouchers need be furnished.

MAYOR

ATTEST:

CITY CLERK

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RESOLUTION NO.: _____ 13

DATE ADOPTED: _____

**AMENDED
RESOLUTION NO.**

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

**A RESOLUTION AMENDING THE 1996-1997 BUDGET TO
IMPLEMENT SALARY EQUITY ADJUSTMENTS, SALARY INCREASES
FOR CHARTER OFFICERS, AND EXPENSE ALLOWANCE ADJUSTMENTS**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. The 1996-1997 Budget Resolution is hereby amended as follows:
 - (a) Appropriations to the following departments shall be increased by the designated amounts to fund salary equity adjustments, charter officer salary increases, and expense allowance adjustments.

101-010-xxxx-xxxx	\$2,350.00
101-030-xxxx-xxxx	2,899.00
101-050-xxxx-xxxx	7,614.00
101-070-xxxx-xxxx	1,755.00
101-090-xxxx-xxxx	3,843.00
101-110-xxxx-xxxx	1,374.00
101-210-xxxx-xxxx	38,129.00
101-250-xxxx-xxxx	34,714.00
101-310-xxxx-xxxx	11,650.00
413-330-xxxx-xxxx	2,038.00
425-330-xxxx-xxxx	5,889.00
101-350-xxxx-xxxx	1,020.00
101-430-xxxx-xxxx	2,513.00
418-430-xxxx-xxxx	2,513.00
101-450-xxxx-xxxx	721.00

MAYOR

ATTEST:

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RESOLUTION NO.: _____ 14

DATE ADOPTED: _____