

# REPORT

To the Honorable Mayor and City Council  
From the City Manager

September 26, 2005

**Subject**

Resolution amending the salary ranges for positions in Executive Management

**Recommendation**

Amend the salary range for classifications in Executive Management

**Background**

In April 2000, the Council's Personnel Sub-Committee approved a new compensation program for Department Heads in the Executive Management Group. The new compensation program requires that the salary range for each Department Head classification is established by using the lowest and highest salary for each position within our group of comparable cities.

In an effort to create a stronger Executive Management team and remove the difficulties of managing a two-tiered system, on December 14, 2004, the Council Personnel Sub-Committee decided to establish one salary setting policy. This policy set the salary range for Division Heads based on the same criteria as the Department Heads, using the lowest and highest salary for each position within our group of comparable cities. The salary ranges for Division Managers in the Executive Management Group are set by the Department Head with approval of the City Manager.

The City did not conduct a salary survey in the last two years for Executive Management, as employees agreed to two years of no salary increases due to the financial situation and budget reductions facing the City.

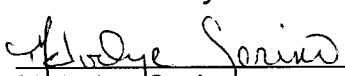
The market survey for this year was conducted by an independent contractor, Terri Julianelli. The new salary ranges effective July 1, 2005 are attached.

**Alternative**

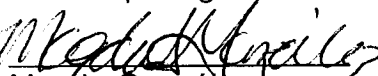
The alternative would be to retain current salary ranges.

**Fiscal Impact**

Criteria for setting Executive Management salary increases for Department Heads and Division Managers are ultimately determined by the City Manager annually. There is no guaranteed increase and therefore, salary adjustments are not known at this time but in no event will they exceed the stated top range.

  
Melodye Serino

Management Analyst

  
Magda Gonzalez

Interim Human Resources Director

  
Ed Everett

City Manager

**Attachment**

Salary and Wage Plan for certain Executive Management Classifications  
Resolution

6.3A-2

**City of Redwood City  
Executive Management Compensation Survey**

Prepared by Terri Julianelli, June 2005

**MARKET SURVEY DATA SUMMARY FOR DEPARTMENT HEADS**

Redwood City Benchmark Class	Low Salary	High Salary
ASSISTANT TO THE CITY MANAGER	\$6,753	\$9,153
COMMUNITY DEVELOPMENT DIRECTOR	\$11,599	\$13,619
FINANCE DIRECTOR	\$11,064	\$14,022
FIRE CHIEF	\$12,350	\$13,878
HUMAN RESOURCES DIRECTOR	\$10,846	\$13,388
LIBRARY DIRECTOR	\$10,846	\$13,388
PARKS, RECREATION AND COMMUNITY SERVICES DIRECTOR	\$10,846	\$13,679
POLICE CHIEF	\$12,350	\$14,453
PUBLIC WORKS SERVICES DIRECTOR	\$12,036	\$13,679

**MARKET SURVEY DATA SUMMARY FOR DIVISION MANAGERS**

Redwood City Benchmark Class	Low Salary	High Salary
ASSISTANT CITY ATTORNEY	\$9,201	\$10,880
COMMUNITY DEVELOPMENT SERVICES MANAGER BUILDING OFFICIAL	\$8,574	\$10,326
COMMUNITY DEVELOPMENT SERVICES MANAGER ENGINEER	\$9,341	\$12,319
COMMUNITY DEVELOPMENT SERVICES MANAGER HOUSING / REDEVELOPMENT / ECONOMIC DEVELOPMENT	\$8,574	\$10,236
COMMUNITY DEVELOPMENT SERVICES MANAGER PLANNING	\$8,555	\$10,236
INFORMATION TECHNOLOGY MANAGER	\$9,289	\$10,094
FINANCIAL SERVICES MANAGER	\$7,933	\$9,430
POLICE CAPTAIN	\$10,374	\$11,610

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION ADOPTING SALARY AND RELATED COMPENSATION PLANS FOR POSITIONS OF EMPLOYMENT WITH THE CITY OF REDWOOD CITY INCLUDED IN THE EXECUTIVE MANAGEMENT CLASSIFICATIONS; RESCINDING RESOLUTION NOS. 14472 AND 13877; AND RESCINDING ANY AND ALL RESOLUTIONS HAVING AN OPERATIVE DATE PRIOR TO MAY 8, 2000, WHEREIN THE SUBJECT MATTER IS THE SAME OR SIMILAR IN TITLE AND/OR SUBJECT TO RESOLUTIONS 14472 AND 13877**

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF REDWOOD CITY AS FOLLOWS:**

1. The monthly salary rates are hereby established for positions included in the Executive Management classifications of the City of Redwood City as set forth in Exhibit "A," attached hereto and by this reference incorporated herein, effective July 1, 2005.

2. Persons appointed on a part-time basis to positions in the employment classifications designated in Exhibit A hereof shall be compensated on an hourly basis in accordance with the salary rates set forth in Exhibit A for the respective positions of employment.

3. Resolution No. 14472 entitled, "Resolution Establishing and Adopting Salary and Related Compensation Plans for Positions of Employment with the City of Redwood City Included in the Executive Management Classifications, and Rescinding Paragraphs 1 and 2 of Resolution No. 13877," bearing an operative date of July 2, 2002, and Resolution No. 13877 entitled "Resolution Establishing and Adopting Salary and Related Compensation Plans for Positions of Employment with the City of Redwood City Included in the Executive Management Classifications, and Rescinding Resolution No. 13133," bearing an operative date of May 8, 2000, and any and all resolutions having an operative date prior to May 8, 2000, wherein the subject matter is the same or similar in title and/or subject to Resolutions 14472 and 13877 are hereby rescinded.

4. This Resolution shall be effective upon the date of its adoption; provided, however, that the salary rates set forth in Exhibit A shall be operative retroactively from and after July 1, 2005.

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