




Agenda Item No: 7.c
Meeting Date: November 07, 2022

SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Administrative Services

Prepared by: Nadine Atieh Hade
Administrative Services Director

City Manager Approval: _____ 

TOPIC: UPDATE TO THE UNREPRESENTED EXECUTIVE MANAGEMENT SALARY SCHEDULE

SUBJECT: RESOLUTION APPROVING THE ADJUSTMENT OF THE COMPENSATION SCHEDULE FOR THE CITY MANAGER POSITION AND RECRUITMENT

RECOMMENDATION:

Adopt a Resolution to set the salary range for the City Manager position for the upcoming recruitment and apply to the current fiscal year effective retroactively to July 1, 2022.

BACKGROUND:

The City of San Rafael is managed by its Executive Team, led by a City Manager, Assistant City Manager, and Department Directors. The only City staff position solely appointed by the City Council is the City Manager. The City Manager serves as the Chief Executive Officer of the municipal corporation of the City of San Rafael. General Fund revenues in the prior fiscal year exceeded \$100 million and the City has about 425 regular employees in addition to over 200 temporary and seasonal employees. San Rafael is a full-service, Charter city with its own police, dispatch, fire, and all other traditional city departments.

San Rafael’s current City Manager recently announced his retirement effective in July 2023. The City Manager’s contract requires six months’ advance notice of retirement and with the announcement, the City is fortunate to have approximately eight months of notice. In response to his retirement, the City is engaging Bob Murray & Associates to conduct an executive recruitment to find the next City Manager for San Rafael. As a minority and woman-owned firm, Bob Murray & Associates’ places diversity, equity, and inclusion at the forefront of each recruitment. The firm has placed over 200 City Managers since inception in 2000.

As a part of this recruitment, Bob Murray & Associates advised that San Rafael review City Manager compensation in the region to ensure the City’s ability to recruit and retain highly qualified candidates for the position, especially during this time where vacancies for government agencies have more than doubled since 2012 creating a highly competitive job market for recruitment of these positions among regional peers.

_____ **FOR CITY CLERK ONLY**

File No.: _____

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Disposition: _____

ANALYSIS:

Based on an assessment completed by Administrative Services staff, the City Manager in San Rafael is currently compensated slightly less than regional peers of similar size and scope of services. Staff analyzed several comparable cities and found that the “base annual salary” for the City Manager position ranged from \$273,072 to \$307,000.

City staff are recommending an increase of 4% to the current salary to bring the salary up from \$273,072 to \$283,995, an annual salary increase of \$10,923. Increasing the annual salary by 4% will set the base compensation slightly under the average compensation of the peer cities analyzed by staff.

There are three executive positions (Assistant City Manager, Police Chief, and Fire Chief) where the City Council has given the City Manager the authority to adjust the salary ranges based on their relationship to the City Manager salary range. All three salary bands can be adjusted at the discretion of the City Manager to a maximum of 15% less than the City Manager base salary for the Assistant City Manager and up to a maximum of 18% less than the City Manager’s base salary for the Police and Fire Chief positions, as set forth in Resolution 14954. That discretion will remain unchanged with this action, though the maximum compensation levels would increase. Earlier this year, the City Manager adjusted the salary for the Assistant City Manager within his authority and that salary is now reflected in the Executive Management Salary Schedule table. At this time, there are no additional adjustments planned to these positions.

FISCAL IMPACT:

The total fiscal impact from increasing the City Manager’s salary to \$283,995 results in an annual total compensation increase of \$17,125. This amount will be absorbed through the Department’s current general fund budget.

OPTIONS:

The City Council has the following options to consider on this matter:

1. Adopt the resolution as presented;
2. Adopt resolution with modifications.
3. Direct staff to return with more information.
4. Take no action.

RECOMMENDED ACTION:

Adopt a Resolution to set the salary range for the City Manager recruitment and apply to the current fiscal year effective retroactively to July 1, 2022.

ATTACHMENTS:

1. Resolution
2. Executive Management Salary Schedule

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAFAEL APPROVING THE ADJUSTMENT OF THE COMPENSATION SCHEDULE FOR THE CITY MANAGER POSITION AND RECRUITMENT

WHEREAS, the City Manager provides crucial executive leadership for the entire City; and

WHEREAS, the City currently has a City Manager annual salary that is lower than other City Manager roles in regional peer cities of similar scope and size; and

WHEREAS, the City is beginning a recruitment process for a new City Manager in which it wants to ensure its ability to recruit and retain highly qualified candidates; and

WHEREAS, the City Manager's current monthly salary is \$22,756;

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of San Rafael hereby approves the City Manager's monthly compensation to be increased by 4% to \$23,666 and apply to the current fiscal year effective retroactively to July 1, 2022.

I, Lindsay Lara, Clerk of the City of San Rafael, hereby certify foregoing resolution was duly and regularly introduced and adopted at a regular meeting on the City Council of said City held on Monday, the 7th day of November 2022, by the following vote to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

LINDSAY LARA, City Clerk

**SAN RAFAEL UNREPRESENTED EXECUTIVE MANAGEMENT
SALARY SCHEDULE**
Effective November 7, 2022

Grade	Position	A	B	C	D	E
2142	Administrative Services Director	\$ 13,835	\$ 14,527	\$ 15,253	\$ 16,016	\$ 16,817
2501	Assistant City Attorney	\$ 13,151	\$ 13,809	\$ 14,499	\$ 15,224	\$ 15,986
2001	Assistant City Manager	\$ 16,280	\$ 17,094	\$ 17,948	\$ 18,846	\$ 19,788 *
2300	Community Development Director	\$ 14,375	\$ 15,093	\$ 15,848	\$ 16,640	\$ 17,472
4205	Director of Digital Service & Open Government	\$ 13,151	\$ 13,809	\$ 14,499	\$ 15,224	\$ 15,986
2801	Director of Economic Development & Innovation	\$ 13,151	\$ 13,809	\$ 14,499	\$ 15,224	\$ 15,986
2205	District Manager/Engineer (SRSD)	\$ 13,151	\$ 13,809	\$ 14,499	\$ 15,224	\$ 15,986
2140	Finance Director	\$ 13,151	\$ 13,809	\$ 14,499	\$ 15,224	\$ 15,986
7101	Fire Chief	\$ 14,804	\$ 15,544	\$ 16,321	\$ 17,137	\$ 17,994 *
1106	Human Resources Director	\$ 13,151	\$ 13,809	\$ 14,499	\$ 15,224	\$ 15,986
2406	Library and Recreation Director	\$ 13,814	\$ 14,505	\$ 15,230	\$ 15,991	\$ 16,791
6101	Police Chief	\$ 14,804	\$ 15,544	\$ 16,321	\$ 17,137	\$ 17,994 *
2201	Public Works Director	\$ 14,514	\$ 15,239	\$ 16,001	\$ 16,801	\$ 17,642

Position	Monthly Salary
City Manager (Appointed)	\$ 23,666

(Per resolution, this City Manager salary would start 7/1/22)

* Based on language in the executive resolution, steps can be at a maximum per the below based on City Manager discretion pertaining to performance evaluation

Assistant City Manager	\$ 16,930	\$ 17,777	\$ 18,666	\$ 19,599	\$ 20,579
Fire Chief	\$ 16,500	\$ 17,325	\$ 18,191	\$ 19,101	\$ 20,056
Police Chief	\$ 16,500	\$ 17,325	\$ 18,191	\$ 19,101	\$ 20,056

**SAN RAFAEL UNREPRESENTED EXECUTIVE MANAGEMENT
SALARY SCHEDULE
Effective July 1, 2023**

Grade	Position	A	B	C	D	E
2142	Administrative Services Director	\$ 14,389	\$ 15,108	\$ 15,863	\$ 16,657	\$ 17,489
2501	Assistant City Attorney	\$ 13,677	\$ 14,361	\$ 15,079	\$ 15,833	\$ 16,625
2001	Assistant City Manager	\$ 16,849	\$ 17,691	\$ 18,576	\$ 19,504	\$ 20,480 *
2300	Community Development Director	\$ 14,878	\$ 15,621	\$ 16,403	\$ 17,223	\$ 18,084
4205	Director of Digital Service & Open Government	\$ 13,677	\$ 14,361	\$ 15,079	\$ 15,833	\$ 16,625
2801	Director of Economic Development & Innovation	\$ 13,677	\$ 14,361	\$ 15,079	\$ 15,833	\$ 16,625
2205	District Manager/Engineer (SRSD)	\$ 13,677	\$ 14,361	\$ 15,079	\$ 15,833	\$ 16,625
2140	Finance Director	\$ 13,677	\$ 14,361	\$ 15,079	\$ 15,833	\$ 16,625
7101	Fire Chief	\$ 15,396	\$ 16,166	\$ 16,974	\$ 17,823	\$ 18,714 *
1106	Human Resources Director	\$ 13,677	\$ 14,361	\$ 15,079	\$ 15,833	\$ 16,625
2406	Library and Recreation Director	\$ 14,366	\$ 15,085	\$ 15,839	\$ 16,631	\$ 17,462
6101	Police Chief	\$ 15,396	\$ 16,166	\$ 16,974	\$ 17,823	\$ 18,714 *
2201	Public Works Director	\$ 15,094	\$ 15,849	\$ 16,641	\$ 17,474	\$ 18,347

Position	Monthly Salary
City Manager (Appointed)	\$ 24,494

* Based on language in the executive resolution, steps can be at a maximum per the below based on City Manager discretion pertaining to performance evaluation

Assistant City Manager	\$ 17,523	\$ 18,399	\$ 19,319	\$ 20,285	\$ 21,299
Fire Chief	\$ 17,077	\$ 17,931	\$ 18,828	\$ 19,769	\$ 20,758
Police Chief	\$ 17,077	\$ 17,931	\$ 18,828	\$ 19,769	\$ 20,758