



AGENDA REPORT

PROPOSED ACTION:

Ordinance: Enactment of the Ordinance Necessary to Ratify and Set the Annual Salary for the Secretary of the Board to \$210,080 Retroactive to the First Day of the Pay Period Containing October 26, 2022.

Submitted By: Michael Mitchell, Director of Human Resources

Parties Involved: Secretary of the Board (Non-Represented Employee in Port Employee Representation Unit H)

Amount: \$210,080 annual salary plus benefits (operating expense)

EXECUTIVE SUMMARY:

This Agenda Report recommends that the Board of Port Commissioners (Board) enact the ordinance necessary to ratify and set an annual salary of two hundred and ten thousand and eighty dollars (\$210,080) for the Secretary of the Board retroactive to the first day of the pay period containing October 26, 2022.

BACKGROUND & ANALYSIS

Article XII, Section 2 of the By-Laws and Administrative Rules of the Board of Port Commissioners (By-Laws) provides that the Board may prescribe and fix the compensation of its Direct-Reporting Officers, to include the Secretary of the Board (Secretary). In doing so, the Board typically considers, among other factors, employee performance as well as salary adjustments provided to Port employees through the collective bargaining process, internal compaction, and internal equity.

Consistent with the above authority, this Agenda Report recommends a salary increase for the Secretary of the Board as the result of the Secretary’s exceptional performance and competence during her tenure. Since being appointed, the Secretary has been highly effective in maintaining efficient and effective Board operations (meetings, communications), in facilitating cooperation and building trust with the Board’s stakeholders, and in instilling confidence in the Board and its leadership. The Secretary of the Board has consistently exceeded established performance expectations. The proposed salary increase is ten thousand and four dollars (\$10,004) or approximately five percent (5%), increasing the Secretary’s salary from \$200,076 to \$210,080 retroactive to the first day of the pay period containing October 26, 2022.

In order for the Board to implement the salary adjustment for the Secretary of the Board as described above, the Board, by Ordinance, must specifically amend Port Ordinance No. 867 to ratify and set the new salary. If approved, the second reading for this Ordinance amendment will be scheduled for the Board’s regular meeting on February 9, 2023.

OTHER FINDINGS AND PROVISIONS

ENVIRONMENTAL REVIEW

The proposed action was analyzed under the California Environmental Quality Act (CEQA) and was found to be:

Categorically exempt under the following CEQA Guidelines Section:

Choose an item.

Exempt from CEQA because it is not a “Project” under CEQA Guidelines Section 15378(b)(5).

Other/Notes:

BUDGET

Administrative (No Impact to Operating, Non-Operating, or Capital Budgets); OR

Operating

Non-Operating

Capital

Analysis: The proposed Board action does not impact the FY 2023 operating budget as the cost of proposed five percent (5%) salary increase and associated benefits are already included in the current year’s budget

STAFFING

No Anticipated Staffing Impact.

Anticipated Change to Budgeted Headcount.

Reason:

Other Anticipated Staffing Impact (e.g., Temp Help).

Reason:

MARITIME AND AVIATION PROJECT LABOR AGREEMENT (MAPLA):

Applies? No (Not Aviation or Maritime CIP Project) – proposed action is not covered work on Port’s Capital Improvement Program in Aviation or Maritime areas above the threshold cost.

Additional Notes:

LIVING WAGE (City Charter § 728):

Applies?

No (No Covered Agreement) – proposed action is not an agreement, contract, lease, or request to provide financial assistance within the meaning of the Living Wage requirements.

Additional Notes:

SUSTAINABLE OPPORTUNITIES:

Applies? **No.**

GENERAL PLAN (City Charter § 727):

Conformity Determination:

Reason: Port staff reviewed the Port's 2000 Sustainability Policy and did not complete the Sustainability Opportunities Assessment Form. There are no sustainability opportunities related to this proposed action because it does not involve a development project, purchasing of equipment, or operations that present sustainability opportunities.

No Project conformity determination is required because the proposed action does not change the use of, or make alterations to, an existing facility nor does it create a new facility.

STRATEGIC PLAN. The proposed action would help the Port achieve the following goal(s) and objective(s) in the Port's Strategic Business Plan:

- | | |
|---|--|
| <input type="checkbox"/> Grow Net Revenues | <input type="checkbox"/> Modernize and Maintain Infrastructure |
| <input type="checkbox"/> Improve Customer Service | <input checked="" type="checkbox"/> Pursue Employee Excellence |
| <input type="checkbox"/> Strengthen Safety and Security | <input type="checkbox"/> Serve Our Community |
| <input type="checkbox"/> Care for Our Environment | |