

RESOLUTION NO. 00-24

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
ADOPTING SALARY AND BENEFIT ADJUSTMENTS FOR CITY PERSONNEL

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RESOLVED, by the City Council of the City of Los Altos that the attached exhibit of salaries and benefits (Attachment A) is hereby adopted as the official schedule of salaries and benefits for the independently represented employees specifically listed in Attachments B and C, effective July 1, 2000, unless otherwise specified, and will be in effect until repealed or amended.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution duly passed and adopted by the City Council of the City of Los Altos at a meeting held on the 27th day of June, 2000, by the following roll call vote:

AYES: Mayor Moss, Councilmembers Becker, Casto, La Poll, and Lear

NOES: None

ABSENT: None

  
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John Moss, Mayor

ATTEST:

  
Carol Scharz, City Clerk

**Attachment A**  
**Salary and Benefit Adjustments**  
**Independently Represented Employees**

The following adjustments will be made to current salary and benefit schedules.

1. Salaries

Effective July 1, 2000, increase the current salary schedule for the all classifications in the independently represented (Attachment B) by four and one half percent (4.5%).

Effective July 1, 2000, part-time employees in positions whose pay is directly linked to an authorized classification will receive the hourly rate of that classification as authorized by City Council. Part-time employees whose position is not directly linked to a classification or is not part of the authorized salary schedule, will receive a four and one half percent (4.5%) hourly rate increase.

2. Medical Benefits.

Authorize the City Manager to join the PERS health plan program on a trial basis as soon as possible within the contract year, with the following provisions:

- a. The City will implement the unequal employer contribution method and will make the minimum medical contribution allowed under State and PERS law for active employees (currently \$16 per month) and retirees (currently \$1 per month).
- b. The City will establish a cafeteria plan to provide the employee with a mechanism to pay for group term life and accidental death and dismemberment insurance and medical insurance on a pre-tax basis. This will be at the discretion of the employee.
- c. The retiree contribution will increase annually by 5% of the contribution made for active employees which is .80 cents for each CalPERS contract year until such time as the employer contribution for retirees equals the employer contribution paid for active employees.
- d. The current employee contribution will remain at \$16 so long as allowed by State law or PERS, unless the provision stipulating the contribution is changed, in which case the City retains the option to discontinue the program.
- e. The City will also contribute to the employee's account in the City's cafeteria plan. The contribution will be limited and will not exceed an amount based upon the following:
  1. Medical plans offered by PERS health care in the Los Altos service area will be ranked from most to least expensive. The City will contribute an amount not to exceed the rate of the medical plan, which is the fifth least expensive plan minus \$16 or \$509, whichever is less.

For example, for a single employee the City would contribute an amount not to exceed the employee only rate of the fifth least expensive plan, minus \$16 or \$509, whichever is less. Any difference between the employee only rate and the amount contributed to the cafeteria plan would be able to be used to purchase other cafeteria plan insurance, or could be taken as cash.

- f. The City will be responsible for paying the PERS health care administrative fees and the cafeteria plan administrative fees.
- g. The City will continue to maintain the right to select or change medical plans or providers, and also to modify the medical plans so long as the level of benefits shall remain substantially the same.

3. Dental Plan.

Effective July 1, 2000, increase the contribution to the City's self funded dental plan by five dollars (\$5) per month per eligible employee which brings the total contribution to sixty dollars (\$60) per month. Authorize the City Manager to implement changes to the benefit level of the dental plan as long as such changes are funded within the sixty dollar per month contribution limit.

4. Performance Incentive Pay.

Eliminate the Performance Incentive Program for now and roll the 5% incentive pay into the current base salaries of employees. The city manager and department heads are not eligible for Performance Incentive Pay.

5. Differential Salary Adjustments.

Effective July 1, 2000, one time differential base salary increases in the below amounts for classifications in the following series. See Attachment C for classifications in each series.

Planner Series	2.5%
Financial Series	2.5%
Support Series	2.5%
Recreation Series	2.5%
Executive Series	5.0%

Effective July 1, 2000, one time differential base salary increase for the following individual classifications.

Building Official	5.0%
Communications/Records Supervisor	10.0%

The 10% increase for the Communications/Records Supervisor includes the elimination of 5% intermediate and 2½ % advance certificate pay for possessing the appropriate Peace Officer Standards and Training (POST) certificate which this classification currently receives and rolls the total 7½ % into base salary.

6. Tiny Tots (Pre-school) Program.

Effective July 1, 2000, link the pay structure of the Tiny Tot positions (site coordinator and teacher) to the pay structure of the Childcare Site Coordinator and Teacher classifications and phase in the increase over a two year period of time setting the maximum hourly rate at the C-step for of the Childcare Teacher classification for the Tiny Tot Teacher position which is \$14.72 per hour for this year and then increasing the maximum to the top step of the Childcare Teacher classification for the fiscal year beginning July 1, 2001. Establish the maximum hourly rate at the C-step for the Childcare Site Coordinator classification for the Tiny Tot Site Coordinator position which is \$18.34 per hour for this year and then increasing the maximum to the top step of the Childcare Site Coordinator classification for the fiscal year beginning July 1, 2001.

**Attachment B**  
**Independently Represented Positions**

Police Captain  
Police Lieutenant  
Communications/Records Supervisor  
Building Official  
Building Inspector  
Building Technician  
Senior Planner  
Associate Planner  
Assistant Planner  
Administrative Services Manager  
Technical Services Manager  
Economic Development Coordinator  
Management Analyst  
Accounting Supervisor  
Personnel/Payroll Technician  
Senior Accounting Office Assistant  
Accounting Office Assistant III  
Accounting Office Assistant II  
Accounting Office Assistant I  
Executive Assistant  
Senior Office Assistant  
Office Assistant II  
Office Assistant I  
Assistant Public Works Director  
Associate Civil Engineer  
Construction Engineer  
Transportation Engineer  
Assistant Civil Engineer  
Engineering Technician  
Civil Engineering Assistant  
Public Works Superintendent  
Public Works Supervisor  
Community Programs Coordinator  
Senior Recreation Supervisor  
Recreation Supervisor  
Recreation Coordinator  
History Museum Director  
Site Coordinator/Childcare  
Childcare Teacher

City Manager  
Police Chief  
Public Works Director  
Planning Director  
Finance Director  
Assistant to the City Manager  
Recreation Director  
City Clerk

## Attachment C

### Full-Time Position Relationships

#### Police Series

Police Captain  
Police Lieutenant  
Police Sergeant  
Police Officer (Benchmark)  
Community Service Officer

#### Communications Series

Communications/Records Supervisor  
Communications Officer (Benchmark)

#### Building Series

Building Official  
Building Inspector (Benchmark)  
Building Technician

#### Planner Series

Senior Planner (Benchmark)  
Associate Planner  
Assistant Planner

#### Administrative Series

Administrative Services Manager  
Technical Service Services Manager  
Economic Development Coordinator  
Management Analyst

#### Financial Series

Accounting Supervisor  
Personnel/Payroll Technician  
Senior Accounting Office Assistant  
Accounting Office Assistant III  
Accounting Office Assistant II (Benchmark)  
Accounting Office Assistant I

#### Support Series

Executive Assistant (Benchmark)  
Senior Office Assistant  
Office Assistant II  
Office Assistant I

#### Public Works Series

Assistant Public Works Director  
Associate Civil Engineer (Benchmark)  
Construction Engineer  
Transportation Engineer  
Assistant Civil Engineer  
Engineering Technician  
Civil Engineering Assistant

#### Maintenance Series

Public Works Superintendent  
Public Works Supervisor  
Maintenance Leadworker  
Maintenance Worker III  
Maintenance Worker II (Benchmark)  
Maintenance Worker I

#### Auto Shop Series

Equipment Mechanic (Benchmark)  
Fleet Facilitator

#### Recreation Series

Community Programs Coordinator  
Senior Recreation Supervisor  
Recreation Supervisor (Benchmark)  
Recreation Coordinator  
History Museum Director  
Site Coordinator/Childcare  
Childcare Teacher

#### Executive Series

City Manager (Benchmark)  
Police Chief  
Public Works Director  
Planning Director  
Finance Director  
Assistant to the City Manager  
Recreation Director  
City Clerk