



CONSENT CALENDAR

Agenda Item # 4

AGENDA REPORT SUMMARY

Meeting Date: June 12, 2018

Subject: Resolution No. 2018-17: Cost of living adjustment for all non-represented staff positions

Prepared by: Chris Jordan, City Manager

Attachment(s):

1. Resolution 2018-17

Initiated by:

Staff

Previous Council Consideration:

June 13, 2017

Fiscal Impact:

\$126,000 in FY 2018/19 and included in the Proposed Budget

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Does the City Council want to approve a cost of living adjustment that will assist the City in retaining a highly qualified municipal workforce?
- Does the City Council want to approve an increase related to compaction in the Police Department?

Summary:

- The City annually reviews the City's compensation schedule to ensure City staff is being compensated in accordance with the market using the Consumer Price Index (CPI) as a tool to determine increases
- CPI for the 12-month period ending April 2018 is 3.2%, which is being recommended as the increase in the salary ranges for all non-represented employees (not including the City Manager)
- Due to increases in the Memorandum of Understanding with the Los Altos Peace Officers Association, it is recommended that three management positions in the Police Department receive an additional 2.5% increase to the salary ranges to avoid salary compaction
- To help ensure that we are remaining competitive in the marketplace, a complete salary and benefit analysis will be conducted by a consultant for all non-represented and executive positions in Fall 2018 and will be reported back to Council for consideration



Subject: Resolution No. 2018-17: Cost of living adjustment for all non-represented staff positions

Staff Recommendation:

Move to approve Resolution 2018-17 approving a cost of living adjustment for all non-represented positions and a special adjustment for three Police department classifications



Subject: Resolution No. 2018-17: Cost of living adjustment for all non-represented staff positions

Purpose

To provide a cost of living adjustment for all non-represented positions using CPI and a special adjustment for three Police Department classifications.

Background

It has been the City's practice to provide pay increases to regular, full-time unrepresented, management and executive staff at the same time as increases to members of the City's two collective bargaining units. Historically, this has occurred annually at the beginning of the fiscal year, July 1.

Discussion/Analysis

The provision of municipal services relies on an educated, skilled and experienced workforce. The Los Altos community has been and continues to receive excellent municipal services provided by a staff that has been recruited and retained over the years. To continue to provide services that meet the community's standards, it is critical that we can recruit and retain highly qualified candidates to the City of Los Altos workforce.

One important factor in recruiting or retaining staff is the level of compensation. When establishing compensation levels, one factor to consider is the increase in the cost of living in the region. The Consumer Price Index for All Urban Consumers (CPI-U) for the San Francisco-Oakland-San Jose region for the 12-month period ending April 2018 is 3.2%. Therefore, it is recommended that the salary schedule increase for all full-time, regular, non-represented, management and executive staff (not including the City Manager) mirroring the increase in CPI-U be approved by the City Council.

In addition, to avoid compaction with the Los Altos Police Association, the classifications of Police Chief, Police Captain and Police Services Manager shall be increased by an additional 2.5% effective the first pay period in July.

A total compensation and benefit study is planned to be completed in Fall 2018. This study will focus on total compensation for non-represented classifications such as confidential, professional and management positions. Based on the results of the total compensation and benefit study, recommendations to Council will be made with recommendations that will be effective January 1, 2019. The total compensation analysis will review all non-represented classifications, using 12 Santa Clara County and San Mateo County agencies. The market study will factor salary and benefit relationships to top subordinate and create internal equity recommendations to create a salary structure moving forward. Staff will also review other benefits such as administrative leave, deferred compensation, retiree medical, long term disability and retiree health savings to ensure we remain competitive in the market.



Subject: Resolution No. 2018-17: Cost of living adjustment for all non-represented staff positions

Options

- 1) Approve Resolution 2018-17, adjusting compensation based on CPI-U and compaction for Police Department

Advantages: Allows the City to stay competitive in the market place for recruiting and retaining qualified staff

Disadvantages: The cost of the increase to the City is \$126,000

- 2) Do not approve the recommended cost of living adjustment and compaction increases

Advantages: The City would not incur the additional expense associated with such an increase

Disadvantages: Makes it challenging to recruit and retain highly qualified staff resulting in the possibility of a degradation of services to the community

Recommendation

The staff recommends Option 1.

RESOLUTION NO. 2018-17

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
APPROVING A COST OF LIVING ADJUSTMENT FOR REGULAR, FULL-
TIME, NON-REPRESENTED, MANAGEMENT AND EXECUTIVE STAFF
FOR FISCAL YEAR 2019**

WHEREAS, the City annually reviews and may revise employee compensation and salary schedule ranges; and

WHEREAS, the City benefits from a highly qualified, municipal workforce; and

WHEREAS, to assist in retaining such a workforce, it is critical that the City's compensation levels are competitive in the marketplace; and

WHEREAS, to remain competitive, the City should adjust salaries to reflect changes in the region's cost of living; and

WHEREAS, the Consumer Price Index for Urban Consumers (CPI-U) for the San Francisco-Oakland-San Jose region increase by 3.2% for the twelve-month period ending the first quarter of 2018; and

WHEREAS, to assist in avoiding salary compaction in the Police Department, it has been determined that an additional increase of 2.5% is needed to the salary ranges for the positions of Police Chief, Police Captain and Police Services Manager; and

WHEREAS, the salaries are scheduled to take effect in the first full pay period in July 2018; and

WHEREAS, represented classifications are covered by current contracts which specify the amount of the salary adjustments in the new fiscal year.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby:

1. Increases salary ranges for all regular full-time, non-represented, management and executive positions (not including the City Manager) by 3.2% effective the first pay period after July 1, 2018; and
2. Increases the salary range for the positions of Police Chief, Police Captain and Police Services Manager an additional 2.5% effective the first pay period after July 1, 2018; and
3. Adopts the salary schedule at Exhibit A reflecting these pay adjustments.

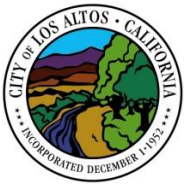
I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the ____ day of ____, 2018 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Jean Mordo, MAYOR

Attest:

Jon Maginot, CMC, CITY CLERK



City of Los Altos
FY 2018/19 Salary Schedule

Resolution 2018-XX
Effective FY 2018/19

Monthly Salary Range
Minimum **Maximum**

Legislative & Executive

City Manager	\$19,030	--	
Assistant City Manager	\$8,867	--	\$16,750
Deputy City Manager/City Clerk**	\$11,483	--	\$13,958
Assistant to the City Manager	\$9,673	--	\$12,425
City Clerk	\$9,040	--	\$10,989
Public Information Coordinator	\$7,363	--	\$8,950
Executive Assistant to the City Manager	\$6,296	--	\$7,653
Deputy City Clerk*	\$6,000	--	\$7,293

Administrative Services

Administrative Services Director	\$8,867	--	\$16,750
Financial Services Manager	\$9,951	--	\$12,096
Senior Accountant	\$8,260	--	\$10,040
Management Analyst II	\$7,881	--	\$9,580
Management Analyst I	\$7,165	--	\$8,709
Accounting Technician II	\$5,977	--	\$7,265
Accounting Technician I	\$5,190	--	\$6,308
Accounting Office Assistant I	\$4,564	--	\$5,548
Information Technology Manager	\$11,162	--	\$13,567
Information Technology Analyst	\$8,363	--	\$10,165
Information Technology Technician	\$6,350	--	\$7,718
Human Resources Manager	\$11,162	--	\$13,567
Human Resources Analyst	\$7,133	--	\$8,670
Human Resources Technician	\$5,847	--	\$7,107

Police Services

Police Chief	\$9,082	--	\$17,574
Police Captain	\$12,169	--	\$14,791
Police Services Manager	\$10,950	--	\$13,310
Executive Assistant	\$5,640	--	\$6,856
Lead Records Specialist	\$5,264	--	\$6,398
Records Specialist	\$4,781	--	\$5,811
Police Sergeant	\$9,656	--	\$11,737
Police Agent	\$8,591	--	\$10,442
Police Officer	\$8,183	--	\$9,946
Lead Communications Officer	\$8,091	--	\$9,835
Police Officer Trainee	\$7,793	--	\$9,472
Communications Officer	\$7,352	--	\$8,937
Community Service Officer	\$5,901	--	\$7,173



City of Los Altos
FY 2018/19 Salary Schedule

Resolution 2018-XX
Effective FY 2018/19

Monthly Salary Range
Minimum Maximum

Community Development

Community Development Director	\$8,867	--	\$16,750
Building Official	\$10,365	--	\$12,599
Planning Services Manager	\$10,365	--	\$12,599
Economic Development Manager	\$10,222	--	\$12,425
Senior Planner	\$9,613	--	\$11,685
Associate Planner	\$8,111	--	\$9,859
Senior Building Inspector	\$8,001	--	\$9,726
Economic Development Coordinator	\$7,363	--	\$8,949
Building Inspector	\$7,239	--	\$8,799
Assistant Planner	\$7,342	--	\$8,924
Permit Technician	\$5,816	--	\$7,069
Executive Assistant	\$5,640	--	\$6,856

Public Works - Engineering

Public Works Director	\$8,867	--	\$16,750
Engineering Services Manager	\$11,096	--	\$13,487
Transportation Services Manager	\$10,365	--	\$12,599
Senior Engineer	\$9,841	--	\$11,962
Project Manager	\$9,323	--	\$11,333
Special Projects Manager	\$9,322	--	\$11,331
Associate Civil Engineer	\$8,589	--	\$10,439
Assistant Civil Engineer	\$7,592	--	\$9,229
Junior Engineer	\$6,902	--	\$8,389
Construction Inspector	\$6,572	--	\$7,989
Engineering Technician	\$6,572	--	\$7,989
Executive Assistant	\$5,640	--	\$6,856

Public Works - Maintenance

Maintenance Services Manager	\$10,209	--	\$12,409
Maintenance Supervisor	\$7,364	--	\$8,951
Executive Assistant	\$5,640	--	\$6,856
Equipment Mechanic	\$5,656	--	\$6,874
Maintenance Leadworker	\$5,656	--	\$6,874
Maintenance Technician	\$5,656	--	\$6,874
Maintenance Worker II	\$5,131	--	\$6,237
Maintenance Worker I	\$4,538	--	\$5,516

Recreation & Community Services

Recreation & Community Services Director	\$8,867	--	\$16,750
Recreation Manager	\$8,167	--	\$9,928
Senior Recreation Supervisor	\$7,510	--	\$9,128
Recreation Supervisor	\$7,143	--	\$8,683
Recreation Coordinator	\$5,425	--	\$6,594
Facilities Coordinator	\$5,425	--	\$6,594
Office Assistant II	\$4,546	--	\$5,526
Office Assistant I	\$4,082	--	\$4,962

* Additional FTE position for FY 2018/19, ** New classification