



**CONSENT CALENDAR**

**Agenda Item # 8**

**AGENDA REPORT SUMMARY**

**Meeting Date:** August 27, 2019

**Subject:** Resolution 2019-39: 2019/20 Salary Schedule

**Prepared by:** Jennifer Leal, Human Resources Manager

**Reviewed by:** Sharif Etman, Administrative Services Director

**Approved by:** Chris Jordan, City Manager

**Attachment(s):**

1. Resolution 2019-39
2. Fiscal Year 2019/20 Salary Schedule

**Initiated by:**

City Manager

**Previous Council Consideration:**

Not applicable

**Fiscal Impact:**

Not applicable

**Environmental Review:**

Not applicable

**Policy Question(s) for Council Consideration:**

- Does the Council wish to adopt Resolution 2019-39 that includes the Fiscal Year 2019/20 publicly available salary schedule?

**Summary:**

- While the City of Los Altos has a publicly available salary schedule on its external website and incorporates all City Council approved Memorandum of Understanding (MOU) and non-represented salary increases to date, a comprehensive salary schedule needs to be approved by Council to confirm pay rates
- Thus, to comply with both California Government Code (GC) 20636(d) and California Code of Regulations (CCR) 570.5, staff requests approval and confirmation of a comprehensive salary schedule
- Approval of this salary schedule does not modify any existing salary rates and is simply a confirmation of prior City Council approvals



**Subject:** Resolution 2019-39: 2019/20 Salary Schedule

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**Staff Recommendation:**

Move to adopt Resolution 2019-39 approving the Fiscal Year 2019/20 Salary Schedule to comply with California Public Employees' Retirement System (CALPERS) statutory and regulatory requirements for compensation earnable and publicly available pay schedules



**Subject:** Resolution 2019-39: 2019/20 Salary Schedule

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### **Purpose**

Approve the recommended Fiscal Year 2019/20 salary schedule that incorporates all City Council approved Memorandum of Understanding (MOU) and non-represented salary increases to date.

### **Background**

On November 4, 2016, the California Public Employees' Retirement System (CalPERS) issued and distributed Circular Letter 200-050-16. The subject of the circular is the "Statutory and Regulatory Requirements For Compensation Earnable And Publicly Available Pay Schedules". This Circular Letter reinforces the requirement under California Government Code (GC) section 20636(d) that "Notwithstanding any other provision of law, payrate and special compensation schedules, ordinances, or similar documents shall be public records available for public scrutiny". Additionally, the California Code of Regulations (CCR) 570.5 specifies the required elements necessary to meet the definitions of a publicly available pay schedule, and an overview of these requirements is as follows:

1. Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws;
2. Identifies the position title for every employee position;
3. Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
4. Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
5. Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
6. Indicates an effective date and date of any revisions;
7. Is retained by the employer and available for public inspection for not less than five years; and
8. Does not reference another document in lieu of disclosing the payrate.

### **Discussion/Analysis**

While the City of Los Altos has a publicly available salary schedule on its external website and incorporates all City Council approved Memorandum of Understanding (MOU) salary increases to date, a comprehensive salary schedule needs to be approved by Council to confirm salary rates

### **Recommendation**

The staff recommends Council adopt Resolution No. 2019-39.

**RESOLUTION NO. 2019-39**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
APPROVING THE FISCAL YEAR 2019/20 SALARY SCHEDULE TO COMPLY  
WITH CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM  
(CALPERS) STATUTORY AND REGULATORY REQUIREMENTS FOR  
COMPENSATION EARNABLE AND PUBLICLY AVAILABLE PAY  
SCHEDULES**

**WHEREAS**, all employers must comply with the compensation earnable and publicly available pay schedules provisions contained within California Government Code (GC) section 20636(d) and California Code of Regulations (CCR) 570.5; and

**WHEREAS**, it is necessary for the City Council to review and duly approve and adopt in accordance with requirements of applicable public meetings laws a publicly available pay schedule; and

**WHEREAS**, attached to this resolution and incorporated by reference is the City's comprehensive salary schedule which will be made publicly available on the City's external website and provided upon request; and

**WHEREAS**, this resolution confirms and formally adopts, but does not modify any salary rates previously approved City Council; and

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

1. Approves and confirms the salary schedule to comply with California Public Employees' Retirement System (CalPERS) statutory and regulatory requirements for compensation earnable and publicly available pay schedules.

**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 \_\_\_, 2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Lynette Lee Eng, MAYOR

Attest:

\_\_\_\_\_  
Jon Maginot, CMC, CITY CLERK

City of Los Altos -- Salary Schedule FY 19/20

**Resolution 2019-XX**

	<i>Union</i>	<i>Salary Range</i>	Biweekly					Monthly					Annual						
			Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E		
<b><i>Legislative &amp; Executive</i></b>																			
City Manager	N/A		\$8,783.08	Open Range				\$19,030.00	Open Range				\$228,360.00	Open Range					
Assistant City Manager	N/A	56	\$6,883.15	Open Range				\$8,366.47	\$14,913.49	Open Range				\$18,127.35	\$178,961.89	Open Range			
Deputy City Manager/City Clerk	N/A	48	\$5,649.29	\$5,931.76	\$6,228.34	\$6,539.76	\$6,866.75	\$12,240.13	\$12,852.14	\$13,494.75	\$14,169.48	\$14,877.96	\$146,881.60	\$154,225.68	\$161,936.96	\$170,033.81	\$178,535.50		
Assistant to the City Manager	N/A	40	\$4,636.64	\$4,868.47	\$5,111.89	\$5,367.49	\$5,635.86	\$10,046.05	\$10,548.35	\$11,075.77	\$11,629.56	\$12,211.03	\$120,552.57	\$126,580.20	\$132,909.21	\$139,554.67	\$146,532.40		
City Clerk	N/A	41	\$4,752.55	\$4,990.18	\$5,239.69	\$5,501.67	\$5,776.76	\$10,297.20	\$10,812.06	\$11,352.66	\$11,920.29	\$12,516.31	\$123,566.38	\$129,744.70	\$136,231.94	\$143,043.53	\$150,195.71		
Public Information Coordinator	LAMEA		\$3,533.92	\$3,710.62	\$3,896.15	\$4,090.95	\$4,295.50	\$7,656.83	\$8,039.67	\$8,441.65	\$8,863.73	\$9,306.92	\$91,881.92	\$96,476.02	\$101,299.82	\$106,364.81	\$111,683.05		
Executive Assistant to the City Manager	N/A	25	\$3,201.44	\$3,361.51	\$3,529.59	\$3,706.07	\$3,891.37	\$6,936.45	\$7,283.27	\$7,647.44	\$8,029.81	\$8,431.30	\$83,237.40	\$87,399.27	\$91,769.23	\$96,357.69	\$101,175.58		
Deputy City Clerk	LAMEA		\$2,879.76	\$3,023.75	\$3,174.94	\$3,333.68	\$3,500.37	\$6,239.48	\$6,551.45	\$6,879.03	\$7,222.98	\$7,584.13	\$74,873.76	\$78,617.45	\$82,548.32	\$86,675.74	\$91,009.52		
<b><i>Administrative Services</i></b>																			
Administrative Services Director	N/A	56	\$6,883.15	Open Range				\$8,366.47	\$14,913.49	Open Range				\$18,127.35	\$178,961.89	Open Range			
Financial Services Manager	N/A	48	\$5,649.29	\$5,931.76	\$6,228.34	\$6,539.76	\$6,866.75	\$12,240.13	\$12,852.14	\$13,494.75	\$14,169.48	\$14,877.96	\$146,881.60	\$154,225.68	\$161,936.96	\$170,033.81	\$178,535.50		
Senior Accountant	N/A	34	\$3,998.16	\$4,198.07	\$4,407.97	\$4,628.37	\$4,859.79	\$8,662.68	\$9,095.81	\$9,550.60	\$10,028.13	\$10,529.54	\$103,952.10	\$109,149.71	\$114,607.19	\$120,337.55	\$126,354.43		
Management Analyst II	LAMEA		\$3,782.48	\$3,971.60	\$4,170.18	\$4,378.69	\$4,597.63	\$8,195.37	\$8,605.14	\$9,035.40	\$9,487.17	\$9,961.53	\$98,344.48	\$103,261.70	\$108,424.79	\$113,846.03	\$119,538.33		
Management Analyst I	LAMEA		\$3,439.28	\$3,611.24	\$3,791.81	\$3,981.40	\$4,180.47	\$7,451.77	\$7,824.36	\$8,215.58	\$8,626.36	\$9,057.68	\$89,421.28	\$93,892.34	\$98,586.96	\$103,516.31	\$108,692.12		
Accounting Technician II	LAMEA		\$2,868.32	\$3,011.74	\$3,162.32	\$3,320.44	\$3,486.46	\$6,214.69	\$6,525.43	\$6,851.70	\$7,194.28	\$7,554.00	\$74,576.32	\$78,305.14	\$82,220.39	\$86,331.41	\$90,647.98		
Accounting Technician I	LAMEA		\$2,490.80	\$2,615.34	\$2,746.11	\$2,883.41	\$3,027.58	\$5,396.73	\$5,666.57	\$5,949.90	\$6,247.39	\$6,559.76	\$64,760.80	\$67,998.84	\$71,398.78	\$74,968.72	\$78,717.16		
Accounting Office Assistant I	LAMEA		\$2,190.24	\$2,299.75	\$2,414.74	\$2,535.48	\$2,662.25	\$4,745.52	\$4,982.80	\$5,231.94	\$5,493.53	\$5,768.21	\$56,946.24	\$59,793.55	\$62,783.23	\$65,922.39	\$69,218.51		
Information Technology Manager	N/A	48	\$5,649.29	\$5,931.76	\$6,228.34	\$6,539.76	\$6,866.75	\$12,240.13	\$12,852.14	\$13,494.75	\$14,169.48	\$14,877.96	\$146,881.60	\$154,225.68	\$161,936.96	\$170,033.81	\$178,535.50		
Network Systems Administrator	LAMEA		\$4,215.12	\$4,425.88	\$4,647.17	\$4,879.53	\$5,123.50	\$9,132.76	\$9,589.40	\$10,068.87	\$10,572.31	\$11,100.93	\$109,593.12	\$115,072.78	\$120,826.41	\$126,867.74	\$133,211.12		
Information Technology Analyst	LAMEA		\$4,014.40	\$4,215.12	\$4,425.88	\$4,647.17	\$4,879.53	\$8,697.87	\$9,132.76	\$9,589.40	\$10,068.87	\$10,572.31	\$104,374.40	\$109,593.12	\$115,072.78	\$120,826.41	\$126,867.74		
Information Technology Technician	LAMEA		\$3,048.24	\$3,200.65	\$3,360.68	\$3,528.72	\$3,705.15	\$6,604.52	\$6,934.75	\$7,281.48	\$7,645.56	\$8,027.84	\$79,254.24	\$83,216.95	\$87,377.80	\$91,746.69	\$96,334.02		
Human Resources Manager	N/A	48	\$5,649.29	\$5,931.76	\$6,228.34	\$6,539.76	\$6,866.75	\$12,240.13	\$12,852.14	\$13,494.75	\$14,169.48	\$14,877.96	\$146,881.60	\$154,225.68	\$161,936.96	\$170,033.81	\$178,535.50		
Human Resources Analyst	N/A	31	\$3,712.69	\$3,898.32	\$4,093.24	\$4,297.90	\$4,512.79	\$8,044.16	\$8,446.36	\$8,868.68	\$9,312.12	\$9,777.72	\$96,529.86	\$101,356.35	\$106,424.17	\$111,745.38	\$117,332.65		
Human Resources Technician	N/A	23	\$3,047.18	\$3,199.53	\$3,359.51	\$3,527.49	\$3,703.86	\$6,602.21	\$6,932.32	\$7,278.94	\$7,642.89	\$8,025.03	\$79,226.55	\$83,187.88	\$87,347.27	\$91,714.64	\$96,300.37		
<b><i>Police Services</i></b>																			
Police Chief	N/A	56	\$6,883.15	Open Range				\$8,366.47	\$14,913	Open Range				\$18,127	\$178,962	Open Range			
Police Captain	N/A	52	\$6,235.76	\$6,547.55	\$6,874.93	\$7,218.67	\$7,579.61	\$13,510.82	\$14,186.36	\$14,895.68	\$15,640.46	\$16,422.48	\$162,129.80	\$170,236.29	\$178,748.11	\$187,685.51	\$197,069.79		
Police Services Manager	N/A	45	\$5,245.93	\$5,508.23	\$5,783.64	\$6,072.82	\$6,376.46	\$11,366.18	\$11,934.49	\$12,531.21	\$13,157.77	\$13,815.66	\$136,394.17	\$143,213.87	\$150,374.57	\$157,893.30	\$165,787.96		
Executive Assistant	LAMEA		\$2,707.12	\$2,842.48	\$2,984.60	\$3,133.83	\$3,290.52	\$5,865.43	\$6,158.70	\$6,466.63	\$6,789.96	\$7,129.46	\$70,385.12	\$73,904.38	\$77,599.59	\$81,479.57	\$85,553.55		
Lead Records Specialist	LAMEA		\$2,527.20	\$2,653.56	\$2,786.24	\$2,925.55	\$3,071.83	\$5,475.60	\$5,749.38	\$6,036.85	\$6,338.69	\$6,655.63	\$65,707.20	\$68,992.56	\$72,442.19	\$76,064.30	\$79,867.51		
Records Specialist	LAMEA		\$2,295.28	\$2,410.04	\$2,530.55	\$2,657.07	\$2,789.93	\$4,973.11	\$5,221.76	\$5,482.85	\$5,756.99	\$6,044.84	\$59,677.28	\$62,661.14	\$65,794.20	\$69,083.91	\$72,538.11		
Police Sergeant	POA		\$4,613.00	\$4,844.00	\$5,086.00	\$5,340.00	\$5,607.00	\$9,994.83	\$10,495.33	\$11,019.67	\$11,570.00	\$12,148.50	\$119,938.00	\$125,944.00	\$132,236.00	\$138,840.00	\$145,782.00		
Police Agent	POA		\$4,104.00	\$4,309.00	\$4,524.00	\$4,750.00	\$4,988.00	\$8,892.00	\$9,336.17	\$9,802.00	\$10,291.67	\$10,807.33	\$106,704.00	\$112,034.00	\$117,624.00	\$123,500.00	\$129,688.00		
Police Officer	POA		\$3,909.00	\$4,104.00	\$4,309.00	\$4,524.00	\$4,750.00	\$8,469.50	\$8,892.00	\$9,336.17	\$9,802.00	\$10,291.67	\$101,634.00	\$106,704.00	\$112,034.00	\$117,624.00	\$123,500.00		
Lead Communications Officer	POA		\$3,865.00	\$4,058.00	\$4,260.00	\$4,473.00	\$4,696.00	\$8,374.17	\$8,792.33	\$9,230.00	\$9,691.50	\$10,174.67	\$100,490.00	\$105,508.00	\$110,760.00	\$116,298.00	\$122,096.00		
Police Officer Trainee	POA		\$3,722.00	\$3,908.00	\$4,103.00	\$4,308.00	\$4,523.00	\$8,064.33	\$8,467.33	\$8,889.83	\$9,334.00	\$9,799.83	\$96,772.00	\$101,608.00	\$106,678.00	\$112,008.00	\$117,598.00		
Communications Officer	POA		\$3,512.00	\$3,688.00	\$3,872.00	\$4,066.00	\$4,269.00	\$7,609.33	\$7,990.67	\$8,389.33	\$8,809.67	\$9,249.50	\$91,312.00	\$95,888.00	\$100,672.00	\$105,716.00	\$110,994.00		
Community Service Officer	POA		\$2,818.00	\$2,959.00	\$3,107.00	\$3,262.00	\$3,425.00	\$6,105.67	\$6,411.17	\$6,731.83	\$7,067.67	\$7,420.83	\$73,268.00	\$76,934.00	\$80,782.00	\$84,812.00	\$89,050.00		

