



DISCUSSION ITEM

Agenda Item # 7

AGENDA REPORT SUMMARY

Meeting Date: May 26, 2020

Subject: Resolution No. 2020-17: Pay adjustments for confidential employees and deferring pay and benefit adjustments for all other non-represented Employees

Prepared by: Chris Jordan, City Manager

Attachment(s):

1. Resolution No. 2020-17

Initiated by:

City Manager

Previous Council Consideration:

Fiscal Impact:

\$7,000

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Does the City Council wish to approve salary adjustments based on the Consumer Price Index for confidential employees and defer pay and benefit adjustments for all other non-represented staff?

Summary:

- Each fiscal year, compensation ranges for non-represented staff is reviewed for possible adjustments which typically take effect July 1.
- The recommendation is for confidential employees to receive an increase to the salary ranges commensurate with the cost of living adjustments provided to LAMEA
- No increases to salary ranges for management and executive employees is recommended at this time, but deferred until late 2020
- The City Manager position is excluded from this resolution

Recommended Motion:

Move to adopt Resolution No. 2020-17 providing pay adjustments for confidential employees and deferring pay and benefit adjustments for all other non-represented employees

Reviewed By:

City Manager

CJ

City Attorney

JH

Finance Director

SE



Subject: Resolution No. 2020-17: Pay adjustments for confidential employees and deferring pay and benefit adjustments for all other non-represented Employees

Purpose

Resolution No. 2020-17 provides salary range increases for confidential employees and defers consideration of any salary or benefit adjustments for management and executive staff.

Background

Each year, prior to July 1, the City Manager reviews compensation ranges for all non-represented staff and makes a recommendation to the City Council concerning possible adjustments. Typical factors that are considered are market comparisons and increases to the cost of living. If the Council agrees with the compensation adjustments and approves the resolution, new pay ranges go into effect after July 1, the beginning of the fiscal year. The recommendations from the City Manager do not include the compensation for the City Manager which is determined separately by the City Council.

Analysis

For the purpose of pay adjustments this year, we are recommending splitting the non-represented group of employees into two sub-groups:

- 1) Confidential Employees. These are employees who are considered confidential under the Fair Labor Standards Act due to their specific responsibilities and tasks.

For these employees, whose work is very similar to that of staff in positions in collective bargaining units, we recommend that the pay ranges increase by the same cost of living adjustment provided to members of the Los Altos Municipal Employees Association.

- 2) Management and Executive Employees. This is the remainder of the non-represented staff. Given the emergency due to COVID-19 and the reduction of revenues to the City, the recommendation is for this group is no adjustments to pay ranges or benefits at this time, but to defer this discussion to later in 2020.

Options

- 1) Approve the Resolution providing cost of living adjustments to confidential staff and deferring any salary and benefit adjustments management and executive staff to later in 2020.
- 2) Provide a cost of living adjustment to all non-represented employees, effective July 1, 2020. This would add \$98,000 to the fiscal impact analysis.
- 3) Defer pay and benefit adjustments for all non-represented staff until later in 2020.

Recommendation

Option 1, approve Resolution No. 2020-17.

RESOLUTION NO. 2020-17

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
APPROVING A COST OF LIVING ADJUSTMENT FOR REGULAR, FULL-
TIME, NON-REPRESENTED, CONFIDENTIAL STAFF AND DEFERRING
CONSIDERATION OF COMPENSATION AND BENEFIT ADJUSTMENTS TO
ALL MANAGEMENT AND EXECUTIVE STAFF POSITIONS FOR FISCAL
YEAR 2021**

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 City has a workforce that is represented by three collective bargaining units and group of staff in confidential, managerial and executive positions that are not represented, and

WHEREAS, this resolution does not include the position of City Manager, and

WHEREAS, given the economic magnitude of the COVID-19 pandemic on the City and the nation, and

WHEREAS, it is critical that confidential employees who are not represented continue to be receive compensation at a level equal to those employees in similar positions who are represented, and

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

- 1) hereby increases salary ranges for the following positions equal to the cost of living adjustment provided to staff in the Los Altos Municipal Employees Association effective July 1, 2020:
 - a. Senior Accountant
 - b. Human Resources Analyst
 - c. Executive Assistant to the City Manager
 - d. Management Analyst Fellow
- 2) due to the COVID-19 pandemic, hereby provides no adjustments to salary ranges or benefits to all full-time non-represented managerial or executive positions listed

below, and defers further consideration of such compensation and benefit adjustments for these employees until later in 2020:

- a. Deputy City Manager
- b. City Clerk
- c. Public Information Officer
- d. Community Development Director
- e. Building Official
- f. Planning Services Manager
- g. Engineering Services Director
- h. Special Projects Manager
- i. Engineering Services Manager
- j. Transportation Services Manager
- k. Project Manager
- l. Administrative Services Director
- m. Finance Manager
- n. Human Resources Manager
- o. Information Technology Manager
- p. Police Chief
- q. Police Captain
- r. Police Captain
- s. Police Services Manager
- t. Recreation & Community Services Director
- u. Recreation Manager
- v. Maintenance Services Director

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 ____, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Janis C. Pepper, MAYOR

Attest:

Andrea Chelemengos, MMC, CITY CLERK