

**RESOLUTION NO. 2020-35**

**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 2020/2021**

**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**, each year the City Council approves salary range increases for this staff group effective July 1, however, this year, the City Council adopted Resolution 2020-17 which deferred salary increases for management staff; and

**WHEREAS**, to maintain an appropriate separation in pay levels, an increase in salary levels for the subject group of employees is necessary; and

**WHEREAS**, the Consumer Price Index for Urban Consumers (CPI-U) for the San Francisco Oakland-Hayward region increase by 1.6% for the twelve-month period ending the August 2020, and

**WHEREAS**, compensation levels were increased by 2% for confidential staff July 1, 2020 and therefore these positions are not included in this Resolution; and

**WHEREAS**, these salary increases are scheduled to take effect in the first full pay period that includes January 1, 2021; and

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

1. Increases salary ranges for the following regular full-time, non-represented, management and executive positions by 1.6% effective the first full pay period that includes January 1, 2021:
  - 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 Services Manager
- s. Recreation & Community Services Director
- t. Recreation Manager
- u. Maintenance Services Director

2. 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 24th day of November, 2020 by the following vote:

AYES: Council Members Bruins, Vice Mayor Fligor and Mayor Pepper  
 NOES: Council Members Enander and Lee Eng  
 ABSENT: None  
 ABSTAIN: None

  
 \_\_\_\_\_  
 Janis C. Pepper, MAYOR

Attest:

  
 \_\_\_\_\_  
 Andrea Chelemengos, MMC, CITY CLERK

City of Los Altos -- Salary Schedule FY 20/21  
 Resolution 2020-35

Legislature & Executive	Union	Salary Range	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						
City Manager	N/A	\$9,426.73																					
Assistant City Manager	N/A	\$6,993.28																					
Deputy City Manager	N/A	\$5,339.68	\$6,026.66	\$6,328.00	\$6,644.40	\$6,976.62	\$7,309.98	\$7,644.40	\$7,979.98	\$8,315.98	\$8,652.98	\$8,989.98	\$9,326.98	\$9,663.98	\$10,000.98	\$10,337.98	\$10,674.98	\$11,011.98	\$11,348.98	\$11,685.98			
Assistant to the City Manager	N/A	\$4,710.82	\$4,946.36	\$5,193.68	\$5,453.37	\$5,726.04	\$6,002.78	\$6,283.52	\$6,568.31	\$6,852.11	\$7,135.96	\$7,419.86	\$7,703.81	\$7,987.81	\$8,271.86	\$8,555.96	\$8,839.11	\$9,122.31	\$9,405.56	\$9,688.86			
City Clerk	N/A	\$4,828.59	\$5,070.02	\$5,323.52	\$5,589.70	\$5,858.19	\$6,128.98	\$6,400.19	\$6,672.92	\$6,946.28	\$7,220.17	\$7,494.60	\$7,769.58	\$8,045.01	\$8,320.99	\$8,597.52	\$8,873.60	\$9,149.23	\$9,425.41	\$9,701.19			
Public Information Officer	N/A	\$4,688.31	\$4,922.73	\$5,168.86	\$5,427.31	\$5,698.67	\$5,971.04	\$6,244.42	\$6,517.81	\$6,791.21	\$7,064.62	\$7,338.04	\$7,611.47	\$7,884.91	\$8,158.36	\$8,431.81	\$8,705.27	\$8,978.74	\$9,252.22	\$9,525.71			
Public Information Coordinator	LAMEA	\$3,604.69	\$3,784.83	\$3,974.07	\$4,172.77	\$4,381.41	\$4,589.96	\$4,798.54	\$4,997.16	\$5,195.81	\$5,394.49	\$5,593.20	\$5,791.94	\$5,990.71	\$6,189.51	\$6,388.34	\$6,587.20	\$6,786.09	\$6,984.99	\$7,183.92			
Executive Assistant to the City Manager	N/A	\$3,265.47	\$3,428.74	\$3,600.18	\$3,780.19	\$3,969.20	\$4,157.71	\$4,345.24	\$4,532.29	\$4,718.37	\$4,903.99	\$5,089.66	\$5,274.88	\$5,459.99	\$5,645.12	\$5,830.28	\$6,015.47	\$6,200.70	\$6,385.97	\$6,571.28			
Deputy City Clerk	LAMEA	\$2,917.36	\$3,084.22	\$3,258.43	\$3,400.36	\$3,570.37	\$3,642.27	\$3,682.48	\$3,706.61	\$3,724.24	\$3,735.81	\$3,740.91	\$3,749.14	\$3,751.41	\$3,756.84	\$3,760.44	\$3,762.14	\$3,762.94	\$3,762.94	\$3,762.94			
<b>Administrative Services</b>	<b>Union</b>	<b>Salary Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	
Administrative Services Director	N/A	\$6,993.28																					
Financial Services Manager	N/A	\$5,739.68	\$6,026.66	\$6,328.00	\$6,644.40	\$6,976.62	\$7,309.98	\$7,644.40	\$7,979.98	\$8,315.98	\$8,652.98	\$8,989.98	\$9,326.98	\$9,663.98	\$10,000.98	\$10,337.98	\$10,674.98	\$11,011.98	\$11,348.98	\$11,685.98			
Senior Accountant	N/A	\$4,078.12	\$4,282.03	\$4,496.13	\$4,720.93	\$4,956.98	\$5,193.68	\$5,431.52	\$5,669.98	\$5,909.58	\$6,149.98	\$6,390.98	\$6,632.98	\$6,875.98	\$7,119.98	\$7,364.98	\$7,610.98	\$7,857.98	\$8,105.98	\$8,354.98			
Management Analyst II	LAMEA	\$3,858.13	\$4,051.04	\$4,253.59	\$4,466.27	\$4,689.58	\$4,923.08	\$5,156.48	\$5,389.28	\$5,621.91	\$5,854.98	\$6,087.98	\$6,321.48	\$6,554.98	\$6,787.98	\$7,021.48	\$7,254.98	\$7,487.98	\$7,721.48	\$7,954.98			
Management Analyst I	LAMEA	\$3,508.07	\$3,683.47	\$3,867.64	\$4,061.02	\$4,264.08	\$4,466.48	\$4,667.98	\$4,869.28	\$5,070.98	\$5,272.48	\$5,473.98	\$5,675.48	\$5,876.98	\$6,078.48	\$6,279.98	\$6,481.48	\$6,682.98	\$6,884.48	\$7,085.98			
Accounting Technician II	LAMEA	\$2,925.69	\$3,071.97	\$3,225.57	\$3,386.85	\$3,564.19	\$3,738.29	\$3,913.98	\$4,091.98	\$4,272.98	\$4,456.98	\$4,643.98	\$4,832.98	\$5,023.98	\$5,216.98	\$5,412.98	\$5,609.98	\$5,808.98	\$6,009.98	\$6,211.98			
Accounting Technician I	LAMEA	\$2,540.62	\$2,667.65	\$2,801.03	\$2,941.08	\$3,088.13	\$3,241.98	\$3,393.48	\$3,549.98	\$3,709.98	\$3,873.98	\$4,041.98	\$4,213.98	\$4,389.98	\$4,569.98	\$4,753.98	\$4,941.98	\$5,133.98	\$5,328.98	\$5,527.98			
Accounting Office Assistant I	LAMEA	\$2,234.04	\$2,345.75	\$2,463.05	\$2,586.19	\$2,715.50	\$2,846.43	\$2,978.98	\$3,113.98	\$3,251.98	\$3,392.98	\$3,537.98	\$3,686.98	\$3,839.98	\$3,996.98	\$4,157.98	\$4,322.98	\$4,487.98	\$4,656.98	\$4,829.98			
Information Technology Manager	N/A	\$5,739.68	\$6,026.66	\$6,328.00	\$6,644.40	\$6,976.62	\$7,309.98	\$7,644.40	\$7,979.98	\$8,315.98	\$8,652.98	\$8,989.98	\$9,326.98	\$9,663.98	\$10,000.98	\$10,337.98	\$10,674.98	\$11,011.98	\$11,348.98	\$11,685.98			
Network Systems Administrator	LAMEA	\$4,299.42	\$4,514.39	\$4,740.11	\$4,977.12	\$5,225.97	\$5,486.48	\$5,759.29	\$6,034.98	\$6,313.48	\$6,595.48	\$6,880.98	\$7,169.98	\$7,462.98	\$7,759.98	\$8,060.98	\$8,365.98	\$8,674.98	\$8,987.98	\$9,304.98			
Information Technology Analyst	LAMEA	\$4,094.69	\$4,299.42	\$4,514.39	\$4,740.11	\$4,977.12	\$5,225.97	\$5,486.48	\$5,759.29	\$6,034.98	\$6,313.48	\$6,595.48	\$6,880.98	\$7,169.98	\$7,462.98	\$7,759.98	\$8,060.98	\$8,365.98	\$8,674.98	\$8,987.98			
Information Technology Technician	LAMEA	\$3,109.20	\$3,264.67	\$3,427.90	\$3,599.29	\$3,779.26	\$3,967.61	\$4,163.44	\$4,367.44	\$4,579.26	\$4,798.47	\$5,024.98	\$5,258.98	\$5,499.98	\$5,748.98	\$6,005.98	\$6,270.98	\$6,543.98	\$6,825.98	\$7,116.98			
Human Resources Manager	N/A	\$5,739.68	\$6,026.66	\$6,328.00	\$6,644.40	\$6,976.62	\$7,309.98	\$7,644.40	\$7,979.98	\$8,315.98	\$8,652.98	\$8,989.98	\$9,326.98	\$9,663.98	\$10,000.98	\$10,337.98	\$10,674.98	\$11,011.98	\$11,348.98	\$11,685.98			
Human Resources Analyst	N/A	\$3,786.94	\$3,976.29	\$4,175.10	\$4,383.86	\$4,603.05	\$4,832.98	\$5,073.48	\$5,324.98	\$5,577.94	\$5,832.98	\$6,089.98	\$6,349.98	\$6,613.98	\$6,881.98	\$7,153.98	\$7,429.98	\$7,709.98	\$7,993.98	\$8,281.98			
Human Resources Technician	N/A	\$3,108.12	\$3,263.52	\$3,426.70	\$3,598.04	\$3,777.94	\$3,967.04	\$4,166.48	\$4,375.98	\$4,595.48	\$4,825.98	\$5,056.98	\$5,289.98	\$5,524.98	\$5,761.98	\$6,001.98	\$6,244.98	\$6,491.98	\$6,742.98	\$7,000.98			
<b>Police Services</b>	<b>Union</b>	<b>Salary Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	
Police Chief	N/A	\$6,993.28																					
Police Captain	N/A	\$6,353.53	\$6,652.31	\$6,984.93	\$7,334.17	\$7,700.88	\$8,088.21	\$8,486.44	\$8,894.98	\$9,314.44	\$9,744.98	\$10,186.98	\$10,640.98	\$11,106.98	\$11,585.98	\$12,078.98	\$12,584.98	\$13,104.98	\$13,638.98	\$14,186.98			
Police Services Manager	N/A	\$5,329.86	\$5,596.36	\$5,878.18	\$6,169.98	\$6,478.48	\$6,794.98	\$7,119.98	\$7,454.98	\$7,799.98	\$8,154.98	\$8,519.98	\$8,894.98	\$9,279.98	\$9,674.98	\$10,079.98	\$10,494.98	\$10,919.98	\$11,354.98	\$11,799.98			
Executive Assistant	LAMEA	\$2,761.26	\$2,899.33	\$3,044.29	\$3,196.51	\$3,363.33	\$3,536.33	\$3,715.98	\$3,901.98	\$4,093.98	\$4,291.98	\$4,495.98	\$4,706.98	\$4,924.98	\$5,149.98	\$5,381.98	\$5,619.98	\$5,864.98	\$6,116.98	\$6,374.98			
Police Records Supervisor	LAMEA	\$3,378.65	\$3,547.58	\$3,724.96	\$3,911.21	\$4,106.77	\$4,310.77	\$4,522.98	\$4,743.98	\$4,972.98	\$5,209.98	\$5,454.98	\$5,707.98	\$5,967.98	\$6,234.98	\$6,508.98	\$6,789.98	\$7,077.98	\$7,372.98	\$7,674.98			
Lead Records Specialist	LAMEA	\$2,377.74	\$2,706.63	\$2,841.96	\$2,984.06	\$3,133.26	\$3,288.73	\$3,449.98	\$3,617.98	\$3,791.98	\$3,971.98	\$4,158.98	\$4,352.98	\$4,553.98	\$4,761.98	\$4,976.98	\$5,199.98	\$5,429.98	\$5,666.98	\$5,911.98			
Records Specialist	LAMEA	\$2,341.19	\$2,458.24	\$2,581.16	\$2,710.21	\$2,845.73	\$2,988.21	\$3,137.98	\$3,293.98	\$3,456.98	\$3,626.98	\$3,803.98	\$3,987.98	\$4,178.98	\$4,376.98	\$4,581.98	\$4,794.98	\$5,015.98	\$5,244.98	\$5,481.98			
Police Sergeant	POA	\$4,705.26	\$4,940.52	\$5,187.55	\$5,446.93	\$5,719.27	\$6,004.98	\$6,302.98	\$6,613.98	\$6,937.98	\$7,274.98	\$7,624.98	\$7,987.98	\$8,362.98	\$8,750.98	\$9,151.98	\$9,566.98	\$10,000.98	\$10,454.98	\$10,929.98			
Police Agent	POA	\$4,186.08	\$4,395.38	\$4,615.15	\$4,845.91	\$5,088.21	\$5,341.98	\$5,607.98	\$5,886.98	\$6,178.98	\$6,482.98	\$6,799.98	\$7,129.98	\$7,471.98	\$7,826.98	\$8,194.98	\$8,576.98	\$8,972.98	\$9,383.98	\$9,809.98			
Lead Communications Officer	POA	\$3,987.18	\$4,195.87	\$4,415.15	\$4,645.91	\$4,886.21	\$5,137.98	\$5,400.98	\$5,675.98	\$5,961.98	\$6,259.98	\$6,570.98	\$6,894.98	\$7,231.98	\$7,581.98	\$7,944.98	\$8,321.98	\$8,713.98	\$9,119.98	\$9,540.98			
Police Officer I/traffic	POA	\$3,942.30	\$4,139.42	\$4,346.39	\$4,563.81	\$4,791.89	\$5,030.98	\$5,280.98	\$5,541.98	\$5,814.98	\$6,100.98	\$6,400.98	\$6,714.98	\$7,042.98	\$7,384.98	\$7,741.98	\$8,114.98	\$8,503.98	\$8,907.98	\$9,327.98			
Police Officer I	POA	\$3,796.44	\$3,986.26	\$4,183.58	\$4,391.85	\$4,610.60	\$4,840.44	\$5,081.98	\$5,334.98	\$5,599.98	\$5,876.98	\$6,166.98	\$6,470.98	\$6,789.98	\$7,123.98	\$7,472.98	\$7,837.98	\$8,217.98	\$8,613.98	\$9,025.98			
Communications Officer	POA	\$3,582.24	\$3,761.35	\$3,949.42	\$4,146.89	\$4,354.24	\$4,571.98	\$4,799.98	\$5,038.98	\$5,288.98	\$5,549.98	\$5,821.98	\$6,104.98	\$6,400.98	\$6,710.98	\$7,034.98	\$7,373.98	\$7,728.98	\$8,099.98	\$8,486.98			
Community Service Officer	POA	\$2,874.36	\$3,018.08	\$3,168.98	\$3,327.43	\$3,493.80	\$3,667.78	\$3,849.98	\$4,039.98	\$4,237.98	\$4,444.98	\$4,659.98	\$4,884.98	\$5,118.98	\$5,362.98	\$5,617.98	\$5,883.98	\$6,161.98	\$6,452.98	\$6,757.98			

