

RESOLUTION NO. 2019-18

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
APPROVING ADJUSTMENTS TO THE COMPENSATION RANGES AND
THE BENEFIT PACKAGE FOR THE NON-REPRESENTED EMPLOYEE
GROUP AND APPROVING THE SALARY SCHEDULE FOR EMPLOYEES
FOR FISCAL YEAR 2020**

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 determining appropriate compensation and benefits for the non-represented group of City employees the City contracted with the firm of Koff and Associates to conduct a market comparison of the City's total compensation package against the packages of other comparable other cities; and

WHEREAS, the City Council has determined that providing compensation and benefits at approximately the median level of the market is in the City's best interests for recruiting and retaining a skilled and educated workforce; and

WHEREAS, maintaining compensation levels at the median of the market requires occasional equity-based salary adjustments; and

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

WHEREAS, for the 12-month period through April 2019, the Consumer Price Index for Urban Consumers CPI-U for the San Jose-Sunnyvale-Santa Clara area is 4.0%; and

WHEREAS, changes to benefits should be accomplished at the beginning of the fiscal year.

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

1. Approves the salary ranges at Exhibit A, effective the first full pay-period after July 1, 2019, which includes new pay ranges for non-represented employees, as well as the contractually required pay adjustments for the Los Altos Peace Officers Association and the Los Altos Municipal Employees Association.
2. Approves the following adjustments to the benefit package for non-represented employees, effective July 1, 2019:
 - a. The City will provide Long-term Disability Insurance to non-represented employees through a third-party provider, by way of a policy selected by the City with coverage limitations and benefit amounts determined at the City's sole discretion.
 - b. Non-represented FLSA exempt employees will receive 80 hours of Administrative Leave each fiscal year, the accrual and usage of which shall be in accordance with the City's established policy and practice of such leave.

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 25th day of June, 2019 by the following vote:

AYES: BRUINS, ENANDER, FLIGOR, LEE ENG, PEPPER
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE



Lynette Le Eng, MAYOR

Attest:



Jon Maginot, CMC, CITY CLERK

City of Los Altos -- Salary Schedule FY 19/20
 Resolution 2019-XX

			Biweekly					Monthly					Annual				
Legislative & Executive	Union	Salary Range	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		\$8,783.08					\$19,030.00					\$228,360.00				
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			\$217,528.17
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
Administrative Services	Union	Salary Range	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
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			\$217,528.17
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	\$59,922.39	\$63,082.23	\$66,428.39	\$70,068.51
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		\$3,018.24	\$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	\$96,331.02
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
Police Services	Union	Salary Range	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
Police Chief	N/A	56	\$6,883.15	Open Range			\$8,366.47	\$14,913.49	Open Range			\$18,127.35	\$178,961.89	Open Range			\$217,528.17
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	\$187,683.51	\$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	\$73,901.38	\$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	\$106,703.00	\$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	\$8,169.50	\$8,622.00	\$9,096.00	\$9,591.00	\$10,107.00	\$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	\$122,196.00
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	\$89,150.00

