



CONSENT CALENDAR

Agenda Item # 5

AGENDA REPORT SUMMARY

Meeting Date: November 24, 2020

Prepared by: Chris Jordan, City Manager

Attachment(s):

1. Resolution 2020-35, with Attachment A

Initiated by:
City Manager

Previous Council Consideration:

Fiscal Impact:

\$37,450 for FY 21 (including benefits), most from the General Fund

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

2. Does the City Council wish to approve salary adjustments based on the Consumer Price Index for Management staff that did not receive a cost of living adjustment during this calendar year?

Summary:

3. Each fiscal year, compensation ranges for non-represented staff is reviewed for possible adjustments which typically take effect July 1.
4. Due to the pandemic, cost of living adjustments for management staff was deferred in June.
5. CPI for the San Francisco area for the 12-month period ending August 31, 2020 is 1.6%.
6. A list of all staff positions to receive this cost of living adjustment is included in the resolution and that list excludes the City Manager position

Recommended Motion:

Move to approve Resolution 2020-35

Reviewed By:

City Manager

CJ

City Attorney

JH

Finance Director

SE



Subject: Resolution 2020-35: Approving a Cost of Living Adjustment for Regular, full-time, Non-Represented, Management and Executive Staff

Purpose

Resolution 2020-35 provides salary range increases for management and executive staff that did not receive cost of living increases in July 2020.

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. In 2020, due to the pandemic, the City Manager recommended that non-represented, confidential staff positions received an increase of 2% effective July 1, 2020. Increases were deferred until later in 2020 for all other non-represented, full-time staff positions.

For the 12-month period ending August 31, 2020, the Consumer Price Index for the San Francisco Bay Area is 1.6%.

Analysis

In May 2020, at the City Manager's recommendation, the City Council approved Resolution 2020-17 which deferred pay increases for management and executive staff to allow for more time to analyze revenue reductions associated with the pandemic. As reported In October to the City Council, as of June 30, 2020, the City appears to have a balance of approximately \$900,000 more than originally estimated. Given this increase in City resources, and the need to maintain appropriate gaps in salary between staff positions, the City Manager is now recommending that management and executive staff receive a cost of living adjustment of 1.6% effective the first full pay period that includes January 1, 2021.

Options

- 1) Approve the Resolution providing cost of living adjustments to salary ranges for management and executive staff, not including the City Manager.
- 2) Do not approve the Resolution.

Recommendation

Option 1, approve Resolution 2020-35.

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:

NOES:

ABSENT:

ABSTAIN:

Janis C. Pepper, MAYOR

Attest:

Andrea Chelemengos, MMC, CITY CLERK

