



## Item No. 10 Town of Atherton

### **CITY COUNCIL STAFF REPORT – CONSENT AGENDA**

**TO: HONORABLE MAYOR AND CITY COUNCIL  
GEORGE RODERICKS, CITY MANAGER**

**FROM: ROBERT BARRON III, FINANCE DIRECTOR**

**DATE: DECEMBER 16, 2020**

**SUBJECT: RESOLUTION ADOPTING AMENDMENT TO THE RESOLUTION  
ADOPTING SALARIES FOR UNREPRESENTED EMPLOYEES,  
EXCLUDING THE CITY MANAGER**

#### **RECOMMENDATION**

It is recommended that the Council adopt the attached Resolution ratifying an amendment to Resolution No. 20-13 approving changes to Atherton Salaries effective January 1, 2021 for unrepresented employees, excluding the City Manager.

#### **BACKGROUND**

Resolution No. 20-13 approving salaries and benefits for unrepresented staff was adopted with the Fiscal Year 2020/21 Budget effective for July 1, 2020. The Resolution is returned annually to the Council as there is no long-term Memorandum of Understanding or bargaining unit. Below is a list of changes to the resolution.

- Unrepresented staff salaries are adjusted by 2.9% as a cost-of-living adjustment for FY 2020/21 *effective January 1, 2021.*

The APOA received a 2.9% cost of living adjustment on July 1, 2020 as part of the APOA negotiated multi-year agreement. Traditionally, the Town has provided unrepresented staff with the same cost-of-living adjustment. Attachment A to Resolution No. 20-13, which specifies all other terms and conditions of employment for Unrepresented Employees remains in effect and is unchanged.

#### **POLICY FOCUS**

The only employees covered under the attached resolution are the Town's unrepresented employees, excluding the City Manager.

#### **FISCAL IMPACT**

The cost impact analysis of the salary changes inclusive of the 2.9% cost of living adjustment for 12 staff members, represents a total cost increase of \$27,400 for Fiscal Year 2020/21.

**PUBLIC NOTICE**

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town’s electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town’s electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service provides (water, power, and sewer), and regional elected officials.

In addition, the Town keeps its financial information up to date via a transparency webpage.

<https://ca-atherton.civicplus.com/index.aspx?NID=269>

**COMMISSION/COMMITTEE FEEDBACK/REFERRAL**

This item \_\_\_ has or X has not been before a Town Committee or Commission.

- Audit/Finance Committee (meets every other month)
- Bicycle/Pedestrian Committee (meets as needed)
- Civic Center Advisory Committee (meets as needed)
- Environmental Programs Committee (meets every other month)
- Park and Recreation Committee (meets each month)
- Planning Commission (meets each month)
- Rail Committee (meets every other month)
- Transportation Committee (meets every other month)
- Tree Committee (meets each month)

**ATTACHMENTS**

Resolution Salaries for Unrepresented Staff

**RESOLUTION NO. 20-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON  
RATIFYING AN AMENDMENT TO RESOLUTION NO. 20-13 APPROVING  
SALARIES AND BENEFITS FOR UNREPRESENTED STAFF,  
EXCLUDING THE CITY MANAGER**

The City Council of the Town of Atherton hereby resolves as follows:

**WHEREAS**, the City Council amends the unrepresented staff resolution to provide 2.9% increase in salaries for unrepresented staff, excluding the City Manager; and,

**WHEREAS**, Exhibit A, Appendix A, Salary Schedules FY 2020-21 are amended by 2.9%, effective January 1, 2021; and,

**WHEREAS**, Attachment A to Resolution No. 20-13 which specifies terms and conditions of employment for Unrepresented Employees remains in effect and is unchanged;

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the Town of Atherton Resolution No. 20-13 is amended as identified in Exhibit A, Appendix A, Salary Schedules FY 2020-21 of the Unrepresented Employees of the Town of Atherton, effective January 1, 2021.

\* \* \* \* \*

*I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the Town of Atherton at a regular meeting thereof held on the 16<sup>th</sup> day of December 2020, by the following vote:*

*AYES: COUNCILMEMBERS:  
NOES: COUNCILMEMBERS:  
ABSENT: COUNCILMEMBERS:*

\_\_\_\_\_  
Rick DeGolia, Mayor  
Town of Atherton

ATTEST:

\_\_\_\_\_  
Anthony Suber, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Mona Ebrahimi, City Attorney

TOWN OF ATHERTON									
Salary Schedule									
FY 2020-2021									
Group	Job Class	Title	Dept	Code	Step	Hourly	Bi-Weekly	Monthly	Annually
<b>CM Rate effective 7/01/2020</b>									
City Manager	Management/Misc	City Manager	12	1100	D	112.11	8,969.08	19,433.00	233,196.00
<b>Dept Head Rate Effective 01/01/2021</b>									
Department Heads	Management/Misc	Finance Director	18	1104	A	86.93	6,954.34	15,067.74	180,812.86
					B	91.27	7,301.90	15,820.78	189,849.31
					C	95.83	7,666.64	16,611.06	199,332.70
					D	100.63	8,050.19	17,442.08	209,304.92
Department Heads	Management/Sworn	Chief of Police	40	1105	A	92.75	7,419.66	16,075.93	192,911.15
					B	97.39	7,790.89	16,880.26	202,563.11
					C	102.25	8,180.19	17,723.74	212,684.86
					D	107.37	8,589.20	18,609.94	223,319.25
		Chief of Police	40	1105	A	81.21	6,496.58	14,075.93	168,911.15
					B	85.85	6,867.81	14,880.26	178,563.11
					C	90.71	7,257.11	15,723.74	188,684.86
					D	95.83	7,666.12	16,609.94	199,319.25
Department Heads	Management/Misc	City Clerk/Deputy City Manager	12		A	70.25	5,620.14	12,176.96	146,123.52
					B	73.76	5,901.06	12,785.63	153,427.56
					C	77.45	6,196.22	13,425.15	161,101.78
					D	81.32	6,505.62	14,095.52	169,146.19
Department Heads	Management/Misc	Public Works Director/City Engineer	50		A	86.62	6,929.71	15,014.36	180,172.38
					B	90.95	7,276.19	15,765.07	189,180.87
					C	95.50	7,640.00	16,553.33	198,639.97
					D	100.28	8,022.00	17,381.00	208,572.01
<b>Mid Mgmt Rate Effective 01/01/2021</b>									
Mid-Management	Management/Misc	Commander	40	2204	A	81.77	6,541.76	14,173.82	170,085.83
					B	85.86	6,868.82	14,882.45	178,589.38
					C	90.15	7,211.81	15,625.59	187,507.02
					D	94.65	7,571.86	16,405.69	196,868.32
Mid-Management	Management/Misc	Senior Engineer/Maintenance Manager	50		A	64.05	5,124.34	11,102.73	133,232.74
					B	67.26	5,380.55	11,657.87	139,894.40
					C	70.62	5,649.58	12,240.75	146,889.04
					D	74.15	5,932.06	12,852.79	154,233.49
Mid-Management	Management/Misc	Town Arborist/Parks Manager	25/50		A	58.08	4,646.26	10,066.89	120,802.66
					B	60.98	4,878.57	10,570.23	126,842.72
					C	64.03	5,122.50	11,098.75	133,184.94
					D	67.23	5,378.62	11,653.68	139,844.13

TOWN OF ATHERTON									
Salary Schedule									
FY 2020-2021									
Group	Job Class	Title	Dept	Code	Step	Hourly	Bi-Weekly	Monthly	Annually
<b>General Gov Rate Effective 01/01/2021</b>									
Confidential	Confidential/Misc	Jr. Accountant	18		A	41.91	3,352.54	7,263.85	87,166.16
					B	43.78	3,502.42	7,588.57	91,062.86
					C	45.97	3,677.54	7,968.00	95,616.01
					D	48.27	3,861.79	8,367.22	100,406.58
Confidential	Confidential/Misc	Accountant	18		A	48.32	3,865.55	8,375.36	100,504.35
					B	50.74	4,058.94	8,794.36	105,532.36
					C	53.27	4,261.99	9,234.31	110,811.77
					D	55.93	4,474.71	9,695.22	116,342.59
Confidential	Confidential/Misc	Assistant to Chief/Training Manager	40		A	43.71	3,497.14	7,577.13	90,925.61
					B	45.90	3,672.00	7,955.99	95,471.89
					C	48.19	3,855.60	8,353.79	100,245.48
					D	50.60	4,048.38	8,771.48	105,257.77
<b>General Gov Rate Effective 01/01/2021</b>									
General Government	General Gov/Misc	Office Specialist	"12/25/50	3304	A	32.57	2,605.33	5,644.87	67,738.48
					B	34.20	2,735.86	5,927.70	71,132.39
					C	35.91	2,872.84	6,224.49	74,693.90
					D	37.70	3,016.27	6,535.25	78,423.00
General Government	General Gov/Misc	Town Arborist/Public Works Specialist	25	3306	A	50.29	4,022.95	8,716.38	104,596.59
					B	52.80	4,223.85	9,151.68	109,820.14
					C	55.44	4,434.96	9,609.09	115,309.05
					D	58.21	4,656.82	10,089.77	121,077.30

TOWN OF ATHERTON									
Salary Schedule									
FY 2020-2021									
Group	Job Class	Title	Dept	Code	Step	Hourly	Bi-Weekly	Monthly	Annually
	<b>Police/APOA Rate Effective 07/01/2020</b>								
Police-Civilian/APOA	Police/Misc	Support Service Coordinator/Dispatcher	40	4401	A	38.88	3,110.53	6,739.47	80,873.65
	80 hours shift				B	40.83	3,266.05	7,076.44	84,917.33
					C	42.87	3,429.35	7,430.27	89,163.20
					D	45.01	3,600.82	7,801.78	93,621.36
					E	47.26	3,780.86	8,191.87	98,302.43
Police-Civilian/APOA	Police/Misc	Support Service Coordinator/Dispatcher	40	4402	A	38.88	3,266.05	7,076.44	84,917.33
	84 hours shift				B	40.83	3,429.35	7,430.27	89,163.20
					C	42.87	3,600.82	7,801.78	93,621.36
					D	45.01	3,780.86	8,191.87	98,302.43
					E	47.26	3,969.91	8,601.46	103,217.55
Police-Civilian/APOA	Police/Misc	Code Enforcement	40	4401	A	38.56	3,085.19	6,684.59	80,215.03
	80 hours shift	(new Position 02/17/2015)			B	40.49	3,239.45	7,018.81	84,225.78
					C	42.52	3,401.43	7,369.76	88,437.07
					D	44.64	3,571.50	7,738.24	92,858.92
					E	46.88	3,750.07	8,125.16	97,501.87
Police-Civilian/APOA	Police/Misc	Code Enforcement	40	4402	A	38.56	3,239.45	7,018.81	84,225.78
	84 hours shift	(new Position 02/17/2015)			B	40.49	3,401.43	7,369.76	88,437.07
					C	42.52	3,571.50	7,738.24	92,858.92
					D	44.64	3,750.07	8,125.16	97,501.87
					E	46.88	3,937.58	8,531.41	102,376.96
Police-Civilian/APOA	Police/Misc	Dispatcher/Records assistant	40	4405	A	40.93	3,274.24	7,094.18	85,130.16
	80 hours shift				B	42.97	3,437.95	7,448.89	89,386.67
					C	45.12	3,609.85	7,821.33	93,856.00
					D	47.38	3,790.34	8,212.40	98,548.80
					E	49.75	3,979.86	8,623.02	103,476.24
Police- Per-Diem	80 hours shift	Per-Diem Dispatcher	40		A	40.93	3,274.24	7,094.18	85,130.16
					B	42.97	3,437.95	7,448.89	89,386.67
					C	45.12	3,609.85	7,821.33	93,856.00
					D	47.38	3,790.34	8,212.40	98,548.80
					E	49.75	3,979.86	8,623.02	103,476.24

TOWN OF ATHERTON									
Salary Schedule									
FY 2020-2021									
Group	Job Class	Title	Dept	Code	Step	Hourly	Bi-Weekly	Monthly	Annually
Police-Civilian	Police/Misc	Police Trainee	40	4406	D	45.54	3,643.48	7,894.21	94,730.56
Police-Civilian/APOA	Police/Misc	Dispatcher/Records assistant	40	4405	A	40.93	3,437.95	7,448.89	89,386.67
	84 hours shift				B	42.97	3,609.85	7,821.33	93,856.00
					C	45.12	3,790.34	8,212.40	98,548.80
					D	47.38	3,979.86	8,623.02	103,476.24
					E	49.75	4,178.85	9,054.17	108,650.05
	<b>Police/APOA Rate Effective 07/01/2020</b>								
Police-Sworn/APOA	Police/Sworn/84	Police Officer	40	5505	A	49.36	4,146.46	8,984.00	107,808.00
	84 hours shift				B	51.83	4,353.78	9,433.20	113,198.40
					C	54.42	4,571.47	9,904.86	118,858.32
					D	57.14	4,800.05	10,400.10	124,801.24
					E	60.00	5,040.05	10,920.11	131,041.30
Police-Sworn/APOA	Police/Sworn/84	Police Sergeant	40	5520	A	60.06	5,045.28	10,931.44	131,177.23
	84 hours shift				B	63.07	5,297.54	11,478.01	137,736.09
					C	66.22	5,562.42	12,051.91	144,622.89
					D	69.53	5,840.54	12,654.50	151,854.04
					E	73.01	6,132.57	13,287.23	159,446.74
Police-Sworn/APOA	Police/Sworn/80	Police Officer	40	5506	A	49.36	3,949.01	8,556.19	102,674.29
	80 hours shift				B	51.83	4,146.46	8,984.00	107,808.00
					C	54.42	4,353.78	9,433.20	113,198.40
					D	57.14	4,571.47	9,904.86	118,858.32
					E	60.00	4,800.05	10,400.10	124,801.24
Police-Sworn/APOA	Police/Sworn/80	Police Sergeant	40	5528	A	60.06	4,805.03	10,410.89	124,930.69
	80 hours shift				B	63.07	5,045.28	10,931.44	131,177.23
					C	66.22	5,297.54	11,478.01	137,736.09
					D	69.53	5,562.42	12,051.91	144,622.89
					E	73.01	5,840.54	12,654.50	151,854.04
	<b>Rate Effective 07/01/20</b>								
Police-Sworn	Police/Sworn/84	Police Reserve	40		A	49.36	4,146.46	8,984.00	107,808.00
					B	51.83	4,353.78	9,433.20	113,198.40
					C	54.42	4,571.47	9,904.86	118,858.32
					D	57.14	4,800.05	10,400.10	124,801.24
					E	60.00	5,040.05	10,920.11	131,041.30