



## STAFF REPORT

**City Council**

**Meeting Date:** 9/8/2015

**Staff Report Number:** 15-143-CC

**Regular Business:** Adopt Amended Salary Schedule for 2015-16

### Recommendation

Staff recommends that the City Council adopt the amended salary schedule for 2015-16 (Attachment A).

### Policy Issues

Adoption of an amended Salary Schedule is consistent with applicable State laws and regulations and represents no changes in City policy.

### Background

On June 16, 2015, the City Council adopted a Salary Schedule that reflected the pay ranges as of June 30, 2015, for all employees of the City consistent with Government Code 20636(b)(1) and California Code of Regulations (CCR) Section 570.5.

### Analysis

The City Council adopted 2015-16 budget provides for increased service level demands related to development activity and investments in the community through the execution of the City Council's 2015-16 workplan. When looking to fill the vacant Executive Team positions, the opportunity has arisen to realign the responsibilities of certain team members to augment staff capacity to better support the ambitious spending plan that is outlined in the adopted budget and without increasing the number of City employees.

At the center of the Executive Team realignment is the Assistant City Manager position. In support of several principles and goals included in the adopted budget, the role of the Assistant City Manager will shift from managing the administrative services departments and special projects to overseeing those departments tasked with the greatest share of the City's ambitious spending plan over the next three years. Accordingly, the new Assistant City Manager will work most directly with the public works and community development departments.

The assignment of the Assistant City Manager to focus on public works and community development creates the need for management of the administrative services departments: finance, human resources, and information technology. To provide for this need, the reorganization of the Executive Team will upgrade the Finance Director title to Administrative Services Director. This upgrade is in title only and will have no impact on the previously approved salary range for Finance Director.

The recruitment of a qualified Assistant City Manager is likely to be highly competitive. The cities of Sunnyvale and Mountain View are currently seeking to fill their Assistant City Manager positions and have maximum salaries of \$219,938 and \$205,619, respectively. Both cities provide more generous fringe benefit packages when compared to Menlo Park, particularly in the area of retirement. To improve the City's competitive position in the Assistant City Manager recruitment, the recommendation is to increase the maximum salary for the Assistant City Manager classification from \$189,216 to \$199,623, a \$10,407 or 5.5% increase.

The attached Salary Schedule provides the amendments discussed above and, if approved by the City Council, will allow the City to move forward with the process of recruiting the key positions of Assistant City Manager and Administrative Services Director.

### **Impact on City Resources**

The Salary Schedule amendment does not impact City resources. The cost impact of the increase in the change to the Assistant City Manager's salary range will depend on the salary provided to the successful candidate. It is important to note, however, that the Assistant City Manager may charge time spent on private development directly to projects thereby reducing the cost of the Assistant City Manager position on the City's General Fund.

### **Environmental Review**

Environmental review is not required.

### **Public Notice**

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

A. Amended Salary Schedule

Report prepared by:

Nick Pegueros, Interim Administrative Services Director

**City of Menlo Park Salary Schedule**  
**(Proposed September 8, 2015)**

Job Title	Employee Unit	FLSA	Top Step	MIN/Annual	MAX/Annual	MIN/Hourly	MAX/Hourly
Library Page	SEIU	N	E	24,211.26	28,899.66	11.6400	13.8941
Recreation Leader	SEIU	N	E	24,211.26	28,899.66	11.6400	13.8941
Senior Recreation Leader	SEIU	N	E	28,899.66	34,496.31	13.8941	16.5848
Recreation Aide	SEIU	N	E	30,927.85	37,093.56	14.8692	17.8334
Transportation Driver	SEIU	N	E	32,327.64	38,571.06	15.5421	18.5438
Library Clerk	SEIU	N	E	33,003.09	39,390.60	15.8669	18.9378
Senior Library Page	SEIU	N	E	33,003.09	39,390.60	15.8669	18.9378
Teacher's Aide	SEIU	N	E	33,790.63	40,273.68	16.2455	19.3623
Night Clerk	SEIU	N	E	35,319.38	42,118.64	16.9805	20.2493
Gymnastics Instructor	SEIU	N	E	36,057.05	43,041.00	17.3351	20.6928
Literacy Assistant	SEIU	N	E	41,148.17	49,212.26	19.7828	23.6597
Office Assistant I	SEIU	N	E	41,148.17	49,212.26	19.7828	23.6597
Child Care Teacher - Title 22	SEIU	N	E	45,037.56	53,888.97	21.6527	25.9082
Office Assistant II	SEIU	N	E	46,055.02	55,153.59	22.1418	26.5161
Program Assistant	SEIU	N	E	46,055.02	55,153.59	22.1418	26.5161
Library Assistant I	SEIU	N	E	47,080.67	56,369.87	22.6349	27.1009
Accounting Assistant I	SEIU	N	E	50,333.88	60,402.25	24.1990	29.0395
Building Custodian I	SEIU	N	E	50,333.88	60,402.25	24.1990	29.0395
Child Care Teacher - Title 5	SEIU	N	E	50,333.88	60,402.25	24.1990	29.0395
Office Assistant III	SEIU	N	E	50,333.88	60,402.25	24.1990	29.0395
Human Resources Assistant	Confidential	N	OR	51,455.07	61,818.68	24.7380	29.7205
City Service Officer	SEIU	N	E	51,455.07	61,818.68	24.7380	29.7205
Library Assistant II	SEIU	N	E	51,455.07	61,818.68	24.7380	29.7205
Maintenance I - Community Services	SEIU	N	E	51,455.07	61,818.68	24.7380	29.7205
Maintenance I - Parks	SEIU	N	E	51,455.07	61,818.68	24.7380	29.7205
Maintenance I - Streets	SEIU	N	E	51,455.07	61,818.68	24.7380	29.7205
Maintenance I - Trees	SEIU	N	E	51,455.07	61,818.68	24.7380	29.7205
Maintenance I - Water	SEIU	N	E	51,455.07	61,818.68	24.7380	29.7205
Maintenance I - Building Maintenance	SEIU	N	E	53,888.97	64,681.10	25.9082	31.0967
Accounting Assistant II	SEIU	N	E	55,153.59	66,191.76	26.5161	31.8230
Building Custodian II	SEIU	N	E	55,153.59	66,191.76	26.5161	31.8230
Secretary	SEIU	N	E	55,153.59	66,191.76	26.5161	31.8230
Library Assistant III	SEIU	N	E	56,369.87	67,751.18	27.1009	32.5727
Maintenance II - Parks	SEIU	N	E	56,369.87	67,751.18	27.1009	32.5727
Maintenance II - Streets	SEIU	N	E	56,369.87	67,751.18	27.1009	32.5727
Maintenance II - Trees	SEIU	N	E	56,369.87	67,751.18	27.1009	32.5727
Police Records Officer	SEIU	N	E	56,369.87	67,751.18	27.1009	32.5727
Community Development Technician	SEIU	N	E	57,730.47	69,301.77	27.7550	33.3182
Development Services Technician	SEIU	N	E	57,730.47	69,301.77	27.7550	33.3182
Water Service Worker	SEIU	N	E	57,730.47	69,301.77	27.7550	33.3182
Custodial Services Supervisor	AFSCME	N	E	57,916.66	69,525.20	27.8445	33.4256
Community Services Officer	SEIU	N	E	59,042.09	71,003.29	28.3856	34.1362
Contract Specialist	SEIU	N	E	59,042.09	71,003.29	28.3856	34.1362
Maintenance II - Building Maintenance	SEIU	N	E	59,042.09	71,003.29	28.3856	34.1362
Police Records Training Officer	SEIU	N	E	59,042.09	71,003.29	28.3856	34.1362
Property and Court Officer	SEIU	N	E	59,042.09	71,003.29	28.3856	34.1362
Environmental Programs Specialist	SEIU	N	E	60,402.25	72,562.05	29.0395	34.8856
Librarian I	SEIU	N	E	60,402.25	72,562.05	29.0395	34.8856
Gymnastics Program Coordinator	AFSCME	N	E	60,596.92	72,796.04	29.1331	34.9981
Program Supervisor - Title 22	AFSCME	N	E	60,596.92	72,796.04	29.1331	34.9981
Program Supervisor - Title 5	AFSCME	N	E	60,596.92	72,796.04	29.1331	34.9981

**City of Menlo Park Salary Schedule**  
**(Proposed September 8, 2015)**

Job Title	Employee Unit	FLSA	Top Step	MIN/Annual	MAX/Annual	MIN/Hourly	MAX/Hourly
Recreation Program Coordinator	AFSCME	N	E	60,596.92	72,796.04	29.1331	34.9981
Youth Services Coordinator	AFSCME	N	E	60,596.92	72,796.04	29.1331	34.9981
Administrative Assistant	SEIU	N	E	63,225.40	75,974.37	30.3968	36.5261
Deputy City Clerk	SEIU	N	E	64,681.10	77,867.65	31.0967	37.4364
Equipment Mechanic	SEIU	N	E	64,681.10	77,867.65	31.0967	37.4364
Maintenance III - Building Maintenance	SEIU	N	E	64,681.10	77,867.65	31.0967	37.4364
Maintenance III - Parks	SEIU	N	E	64,681.10	77,867.65	31.0967	37.4364
Maintenance III - Streets	SEIU	N	E	64,681.10	77,867.65	31.0967	37.4364
Maintenance III - Trees	SEIU	N	E	64,681.10	77,867.65	31.0967	37.4364
Maintenance III - Water	SEIU	N	E	64,681.10	77,867.65	31.0967	37.4364
Engineer Technician I	SEIU	N	E	64,909.61	78,077.77	31.2065	37.5374
Traffic Engineering Technician I	SEIU	N	E	64,909.61	78,077.77	31.2065	37.5374
Computer Support Technician	SEIU	N	E	66,191.76	79,616.83	31.8230	38.2773
Planning Technician	SEIU	N	E	66,191.76	79,616.83	31.8230	38.2773
Red Light Photo Enforcement Facilitator	SEIU	N	E	66,191.76	79,616.83	31.8230	38.2773
Librarian II	SEIU	N	E	67,751.18	81,612.50	32.5727	39.2368
Executive Secretary to the City Mgr	Confidential	X	OR	67,355.00	81,870.00	32.3822	39.3606
Water Quality Technician	SEIU	N	E	69,301.77	83,410.24	33.3182	40.1011
Belle Haven Family Serv Pgm Mgr	AFSCME	X	E	69,525.20	83,679.04	33.4256	40.2303
Literacy Program Manager	AFSCME	X	E	69,525.20	83,679.04	33.4256	40.2303
Accountant	SEIU	N	E	71,003.29	85,502.11	34.1362	41.1068
Code Enforcement Officer	SEIU	N	E	71,003.29	85,502.11	34.1362	41.1068
Communications Officer	SEIU	N	E	71,003.29	85,502.11	34.1362	41.1068
Engineering Technician II	SEIU	N	E	72,766.86	87,580.75	34.9841	42.1061
Traffic Engineering Technician II	SEIU	N	E	72,766.86	87,580.75	34.9841	42.1061
Communications Training Officer	SEIU	N	E	74,359.78	89,590.10	35.7499	43.0722
Recreation Supervisor	AFSCME	X	E	74,599.47	89,879.01	35.8651	43.2111
Business Manager - Development Services	AFSCME	X	E	76,219.24	91,871.99	36.6439	44.1692
City Arborist	AFSCME	X	E	76,219.24	91,871.99	36.6439	44.1692
Facilities Supervisor	AFSCME	X	E	76,219.24	91,871.99	36.6439	44.1692
Fleet Supervisor	AFSCME	X	E	76,219.24	91,871.99	36.6439	44.1692
Parks and Trees Supervisor	AFSCME	X	E	76,219.24	91,871.99	36.6439	44.1692
Streets Supervisor	AFSCME	X	E	76,219.24	91,871.99	36.6439	44.1692
Assistant Planner	SEIU	N	E	77,641.39	93,513.07	37.3276	44.9582
Economic Development Specialist	SEIU	N	E	77,867.65	93,867.41	37.4364	45.1286
Construction Inspector	SEIU	N	E	77,867.65	93,867.41	37.4364	45.1286
Financial Analyst	SEIU	N	E	77,867.65	93,867.41	37.4364	45.1286
Lead Communications Officer	SEIU	N	E	77,867.65	93,867.41	37.4364	45.1286
Management Analyst	SEIU	N	E	77,867.65	93,867.41	37.4364	45.1286
Senior Engineering Technician	SEIU	N	E	78,077.77	94,069.60	37.5374	45.2258
Librarian III	AFSCME	X	E	78,118.75	94,170.13	37.5571	45.2741
Revenue and Claims Manager	AFSCME	X	E	78,188.75	94,170.13	37.5907	45.2741
Transportation Management Coord	SEIU	N	E	79,616.83	95,959.94	38.2773	46.1346
Water System Supervisor	AFSCME	X	E	79,873.28	96,269.40	38.4006	46.2834
Human Resources Analyst	Confidential	X	OR	81,607.25	96,559.00	39.2343	46.4226
Branch Library Manager	AFSCME	X	E	81,875.60	98,655.57	39.3633	47.4306
Building Inspector	SEIU	N	E	82,539.71	99,499.45	39.6826	47.8363
Associate Planner	SEIU	N	E	85,190.01	102,677.14	40.9567	49.3640
Assistant Engineer	SEIU	N	E	85,693.13	103,255.39	41.1986	49.6420
Support Services Manager	AFSCME	X	E	85,777.65	103,442.93	41.2393	49.7322
Environmental Programs Manager	AFSCME	X	E	87,677.16	105,730.64	42.1525	50.8320
Financial Services Manager	AFSCME	X	E	87,677.16	105,730.64	42.1525	50.8320
City Attorney	Exec	X	OR	N/A	108,000.00	N/A	51.9231

**City of Menlo Park Salary Schedule**  
**(Proposed September 8, 2015)**

Job Title	Employee Unit	FLSA	Top Step	MIN/Annual	MAX/Annual	MIN/Hourly	MAX/Hourly
Police Officer	POA	N	E	89,677.95	109,004.06	43.1144	52.4058
Transportation Planner	SEIU	N	E	91,765.16	110,660.59	44.1179	53.2022
Senior Building Inspector	SEIU	N	E	92,639.11	111,714.50	44.5380	53.7089
Senior Planner	SEIU	N	E	93,513.07	112,768.41	44.9582	54.2156
Community Services Superintendent	Exec	X	OR	91,085.80	113,856.00	43.7913	54.7385
Public Works Superintendent	Exec	X	OR	91,085.80	113,856.00	43.7913	54.7385
Associate Engineer	SEIU	N	E	96,155.31	116,021.79	46.2285	55.7797
Children's Services Manager	AFSCME	X	E	96,269.40	116,223.91	46.2834	55.8769
Community Services Manager	AFSCME	X	E	96,269.40	116,223.91	46.2834	55.8769
Housing Manager	AFSCME	X	E	96,269.40	116,223.91	46.2834	55.8769
Plan Checker	SEIU	N	E	97,071.08	117,126.76	46.6688	56.3109
Police Corporal	POA	N	E	96,515.95	117,315.74	46.4019	56.4018
Technical Services Manager	AFSCME	X	E	98,655.57	119,104.37	47.4306	57.2617
City Clerk	Exec	X	OR	95,798.40	119,748.00	46.0569	57.5712
Transportation Engineer	SEIU	N	E	100,757.94	121,642.93	48.4413	58.4822
Assistant to the City Manager	Exec	X	OR	98,870.40	123,588.00	47.5338	59.4173
Senior Civil Engineer	AFSCME	X	E	105,901.22	127,982.04	50.9140	61.5298
Senior Transportation Engineer	AFSCME	X	E	105,901.22	127,982.04	50.9140	61.5298
Building Official	AFSCME	X	E	106,909.80	129,200.92	51.3989	62.1158
Police Sergeant	PSA	N	E	108,146.50	131,452.74	51.9935	63.1984
Information Services Manager	AFSCME	X	E	110,853.17	133,984.83	53.2948	64.4158
Economic Development Manager	Exec	X	OR	108,787.20	135,984.00	52.3015	65.3769
Assistant Community Development Director	Exec	X	OR	113,021.80	141,276.00	54.3374	67.9212
Development Services Manager	AFSCME	X	E	118,612.89	143,363.77	57.0254	68.9249
Police Lieutenant	Exec	X	OR	122,333.80	152,916.80	58.8143	73.5177
Engineering Services Manager	Exec	X	OR	125,587.20	156,984.00	60.3785	75.4731
Transportation Manager	Exec	X	OR	125,587.20	156,984.00	60.3785	75.4731
Assistant Director of Public Works	Exec	X	OR	125,587.20	156,984.00	60.3785	75.4731
Human Resources Director	Exec	X	OR	132,058.60	165,072.00	63.4897	79.3615
Police Commander	Exec	X	OR	139,200.00	174,000.00	66.9231	83.6538
Library Services Director	Exec	X	OR	139,603.20	174,504.00	67.1169	83.8962
Community Development Director	Exec	X	OR	143,146.60	178,932.00	68.8205	86.0250
<b>Finance Director</b>	<b>Exec</b>	<b>X</b>	<b>OR</b>	<b>143,338.60</b>	<b>179,172.00</b>	<b>68.9128</b>	<b>86.1404</b>
<b>Administrative Services Director</b>							
Community Services Director	Exec	X	OR	145,104.00	181,380.00	69.7615	87.2019
Public Works Director	Exec	X	OR	147,034.60	183,792.00	70.6897	88.3615
<b>Assistant City Manager</b>	<b>Exec</b>	<b>X</b>	<b>OR</b>	<b>151,373.80</b>	<b>189,216.00</b>	<b>72.7759</b>	<b>90.9692</b>
					<b>199,623.00</b>		<b>95.9726</b>
Police Chief	Exec	X	OR	154,666.60	193,332.00	74.3589	92.9481
City Manager	Exec	X	OR	N/A	217,500.00	N/A	104.5673

THIS PAGE INTENTIONALLY LEFT BLANK