




# TOWN OF PORTOLA VALLEY

## STAFF REPORT

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**TO:** Mayor and Members of the Town Council

**FROM:** Cindy Rodas, Finance Director  
Howard Young, Interim Town Manager 

**DATE:** April 26, 2023

**RE:** FY 2023-24 Annual Salary Schedule Update

### RECOMMENDATION

Staff recommends adoption of the attached Resolution authorizing the annual Salary Schedule update in the Town's Compensation Plan.

### BACKGROUND

It has been the policy of the Town to maintain competitive salary rates for current and future positions to retain existing employees and to offer a competitive salary for current and future vacancies. These adjustments are based on the Annual Consumer Price Index (CPI) for the Bay Area market, and a comparison of similar positions in similar jurisdictions. In addition, as authorized positions are added or deleted, their salary ranges must also be approved by the Town Council.

### DISCUSSION

Staff recommends adoption of a Resolution which authorizes an increase to all salary ranges by 5.3%, which is the annual CPI for the San Francisco Bay Area (February to February). Merit increases are handled separately, based on performance. The Town Manager's salary is determined by the Town Council and is not impacted by this adjustment.

### FISCAL IMPACT

There is no immediate fiscal impact with the adoption of this resolution. Salaries are granted either by the Town Manager or the Council (depending on the employee), and

cost of living adjustments (COLAs) are typically recommended as part of the annual budget process.

## **ATTACHMENTS**

1. Proposed FY 2023-24 Salary Schedule in the Compensation Plan
2. Resolution to Modify the Salary Schedule

**Town of Portola Valley  
Salary Schedule**

**FY 2023-24 Proposed Salary Schedule:**

	Annual Range			Hourly Range		
	Bottom	Top		Bottom		Top
<b>Administration</b>						
Town Manager	set by contract			salary		
Town Clerk	\$113,224	\$148,044		salary		
Assistant Town Manager	\$166,163	\$199,396		salary		
Assistant to the Town Manager	\$127,392	\$166,163		salary		
Administrative Management Analyst	\$97,974	\$121,982		\$47.10		\$58.64
Administrative Assistant	\$72,996	\$88,475		\$35.09		\$42.54

**Finance**

Finance Director	\$122,643	\$174,892		salary		
Finance Analyst	\$77,036	\$104,397		\$37.04		\$50.19
Finance Technician	\$54,756	\$95,696		\$26.33		\$46.01

**Planning & Building**

Planning and Building Director/Town Planner	\$194,883	\$243,637		salary		
Deputy Building Official	\$114,452	\$169,797		\$55.02		\$81.63
Senior Planner	\$115,643	\$162,949		\$55.60		\$78.34
Associate Planner	\$97,502	\$133,122		\$46.88		\$64.00
Assistant Planner	\$89,520	\$120,829		\$43.04		\$58.09
Senior Development Review Technician	\$83,082	\$105,237		39.94		50.59
Development Review Technician II	\$78,752	\$94,365		\$37.86		\$45.37
Development Review Technician I	\$53,801	\$82,528		\$25.87		\$39.68

**Public Works / Facilities Maintenance**

Public Works Director/Town Engineer	\$194,883	\$243,637		salary		
Recreational Facilities Coordinator	\$83,391	\$104,387		\$40.09		\$50.19
Maintenance Worker III	\$91,155	\$127,832		\$43.82		\$61.46
Maintenance Worker II	\$73,317	\$93,858		\$35.25		\$45.12
Maintenance Worker I	\$66,120	\$84,637		\$31.79		\$40.69

**Notes:**

1. All hourly positions are based on a 40.0 hour work week (2,080 hours per year) unless noted otherwise.
2. Not all classifications detailed above are authorized to be filled, please refer to the Town's budget for authorizations.