



Agenda Item No. 10e.

Staff Report

Date: August 13, 2020
To: Mayor McMillan and Council Members
From: Joe Chinn, Town Manager
Subject: Council adoption of Resolution No. 2176 amending the Town Salary Schedule

Recommendation

Adopt Resolution No. 2176, amending the Town Salary Schedule to reflect a change in the salary range for the Recreation Manager position related to a modification of job duties associated with the position.

Background and discussion

The Town's Recreation Manager Mike Armstrong retired from the Town of Ross effective August 9, 2020. With his retirement, the job duties associated with the Recreation Manager position were reviewed and modified. The Recreation Manager position was responsible for planning, organizing, coordinating, developing, and implementing recreation activities and special events for the Town and overseeing and supervising the maintenance of Town parks and recreation facilities. Mr. Armstrong had a deep background in not only recreation programs but also facility and park development and maintenance. In many communities, park facility maintenance is not part of the Recreation Department but a part of the Public Works Department. With Mr. Armstrong's retirement, the Town is transferring the park facility maintenance managerial and supervision duties to the Public Works Department. With this change, the salary range of the Recreation Manager position is being modified accordingly to be more in line with traditional recreation positions that do not include managing and supervising park facility maintenance.

Fiscal, resource and timeline impacts

The proposed action will reduce the top step of the Recreation Manager salary by \$11,748 based on the position working 1,560 hours per year.

Alternative actions

No alternative action is recommended.

Environmental review (if applicable)

N/A

Attachments

- Resolution No. 2176
- Salary Schedule

TOWN OF ROSS

RESOLUTION NO. 2176

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF ROSS
AMENDING THE TOWN'S SALARY SCHEDULE**

WHEREAS, the Ross Town Council approves the salary schedule for all Town employees;
and

WHEREAS, the staff recommends that the Town of Ross update the salary schedule to
reflect a change in duties related to the Recreation Manager position;

NOW THEREFORE BE IT RESOLVED, the Ross Town Council of the Town of Ross hereby
amends the Town of Ross Salary Schedule attached hereto to reflect salary changes
effective August 10, 2020.

The foregoing resolution was duly adopted by the Ross Town Council at the regular meeting
held on the 13th day of August 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Julie McMillan, Mayor

ATTEST:

Linda Lopez, Town Clerk

TOWN OF ROSS
SALARY SCHEDULE
Effective August 10, 2020

Department/Position	Hourly	Per Month				
	Rate	Salary	Step A	Step B	Step C	Step D
TOWN MANAGER approved by Resolution 2119 adopted 8/8/19						
Town Manager		\$ 18,362	--	--	--	--
ADMINISTRATION approved by budget						
Administrative Manager/Town Clerk			\$ 7,343	\$ 7,710	\$ 8,095	\$ 8,500
Town Treasurer		\$ 250	--	--	--	--
Office Assistant (.45 time)	\$25.39					
PLANNING AND BUILDING approved by budget						
Planning and Building Director			\$ 11,226	\$ 11,787	\$ 12,378	\$ 12,997
Senior Building Inspector			\$ 8,404	\$ 8,824	\$ 9,265	\$ 9,728
Building Permit Technician			\$ 5,958	\$ 6,255	\$ 6,569	\$ 6,896
Planner			\$ 6,822	\$ 7,163	\$ 7,521	\$ 7,897
PUBLIC WORKS approved by budget						
Public Works Director			\$ 11,634	\$ 12,215	\$ 12,827	\$ 13,469
Senior Maintenance Worker			\$ 5,487	\$ 5,761	\$ 6,049	\$ 6,352
Maintenance Worker			\$ 4,819	\$ 5,060	\$ 5,314	\$ 5,580
POLICE CHIEF approved by Resolution 2101 adopted 4/4/19						
Police Chief		\$ 13,114	--	--	--	--
Education pay of \$250/month, Uniform Pay \$1,000/yr						
POLICE approved by Resolution No. 2113 adopted 06/13/19						
Police Sergeant			\$ 8,481	\$ 8,905	\$ 9,351	\$ 9,819
Police Officer			\$ 7,188	\$ 7,546	\$ 7,925	\$ 8,321
MOU also calls for:						
Longevity pay of 2.5% - 5% of salary						
Education pay of \$50 to \$300 per month						
Shift differential pay of 5% for night hours						
Holiday in lieu pay for 12 holidays per year						
Uniform pay of \$1,000/year						
Police Lieutenant		\$ 11,196				
RECREATION approved by budget						
Recreation Manager (1,560 hours (75% time))			\$ 5,636	\$ 5,918	\$ 6,214	\$ 6,525
Recreation Manager (1,250 hours (60% time))			\$ 4,516	\$ 4,742	\$ 4,979	\$ 5,228
Recreation Specialist	Hourly		\$ 29.22	\$ 30.68	\$ 32.22	\$ 33.83
Clerk	Hourly		\$ 22.84	\$ 23.98	\$ 25.18	\$ 26.44
Recreation Instructor/Program Lead	\$16.00 - \$78.00					
Recreation Leader	\$13.00 - \$15.50					
Administrative Assistant	\$27.30 - \$38.11					