

**CITY OF URBANDALE  
COUNCIL LETTER #6343**



3600 86th Street Urbandale, IA 50322  
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**Meeting:** City Council - June 2, 2020  
**Staff Contact:** Karla Lower, Director of Human Resources  
**Department:** Human Resources

**AGENDA ITEM:**

Non-Union Salary Schedules FY2020-21

**RECOMMENDATION:**

Approve the salary schedules for the City's non-union employees for fiscal year July 1, 2020 through June 30, 2021.

<b>CITY ATTORNEY REVIEWED:</b>	<b>FINANCE REVIEWED:</b>	<b>CORRESPONDS WITH:</b>
N/A	Yes	Benefits & Compensation

**ATTACHMENTS:**

Non-Union Salary FY2020-21

**PROJECT DESCRIPTION:**

At its meeting of March 10, 2020, the City Council approved the FY2020-21 operating budget. This budget anticipated salary increases for both full-time and part-time non-union employees.

New schedules have been prepared to reflect the recommended salary levels for non-union employees during FY2020-21 and these schedules reflect a 3.0% across the board increase to the ranges effective on July 1, 2020. Table A includes the recommended salary ranges for the City's full-time non-union employees. Table B reflects a 3.0% increase to the hourly wage schedule for permanent part-time non-union (benefited) employees. Employees whose salaries are still "frozen" because the top step of the appropriate range has not yet caught up to their current compensation level, will not receive any pay adjustment nor payout on July 1st.

It should be noted that the recommended salary increases for non-union employees come from staff who reviewed increases for other metro-area cities as well as the wage settlements for the Police, Laborers and Fire collective bargaining units within the City of Urbandale. The Fire union will receive a 3.0% wage increase effective July 1, 2020 in addition to steps for which they may be eligible. The Police union will receive a 3.0% wage increase effective July 1, 2020 in addition to steps for which they may be eligible and the Laborer union will receive a 2.75% wage increase effective July 1, 2020, in addition to any steps for which they may be eligible.

The recommended wage scales for other part-time (non-benefited) and seasonal employees are contained in Table C. The part-time and seasonal wages were anticipated in the FY2020-21

## Agenda Item #7.7.

operating budget, as approved by the City Council. Rather than an across-the-board increase to this table, the only adjustment made to hourly pay rate was for the classification of Youth In the Parks Supervisor.

The compensation levels for the Fire and EMS part time personnel are contained in Table D and there is a recommended increase to the base hourly rate of .22 cents (1.5% which is half of the 3.0% recommended for full time and benefited part time) as approved in the FY 2020-21 operating budget.

The FY 2020-21 non-union pay schedules referenced above for Tables A – D are attached.

Therefore, it is recommended that the City Council, at its meeting of June 2, 2020, approve salary changes for the City's non-union employees, as outlined above.

**Agenda Item #7.7.**

**NON-UNION MANAGEMENT AND GENERAL EMPLOYEE SCHEDULE  
FY2020-2021 – Full Time  
July 2020 to June 2021**

<b>Status</b>	<b>Classification</b>	<b>Range</b>	<b>E/NE</b>
Non CS	Library Custodian	C	NE
Non CS	Office Assistant	C	NE
Non CS	Library Assistant	D	NE
CS	Administrative Technician	E	NE
CS	Community Service Officer	E	NE
CS	Accounts Payable Clerk	F	NE
CS	Administrative Specialist	G	NE
CS	Billing Specialist	G	NE
CS	Facility Maintenance Technician	H	NE
CS	Recreation Coordinator	H	E
CS	Traffic Signal Technician	H	NE
CS	Accountant I	I	E
CS	Building Inspector I	I	NE
Non CS	Chief Deputy City Clerk	I	NE
CS	Economic Development Specialist I	I	E
CS	Engineering and Storm Water Technician	I	NE
CS	Engineering Technician	I	NE
CS	Facilities Maintenance Specialist	I	NE
CS	IT Specialist	I	E
Non CS	Library Specialist	I	E
CS	Planner I	I	E
CS	Staff Engineer	I	E
CS	Accountant II	J	E
CS	Building Inspector II	J	NE
CS	Economic Development Specialist II	J	E
CS	Marketing and Communications Specialist	J	E
CS	Aquatics Program Supervisor	K	E
CS	Civilian Records Supervisor/Accreditation Manager	K	E
Non CS	City Clerk	K	E
CS	GIS Coordinator	K	NE
Non CS	Library Manager	K	E
CS	Planner II	K	E
CS	Senior Center Program Supervisor	K	E
CS	Senior Engineering Technician	K	NE
CS	Associate Building Official/Plans Examiner	L	E
CS	Facilities Maintenance Supervisor	L	E
CS	Fleet Supervisor	L	E
CS	Parks Supervisor	L	E
CS	Public Works Supervisor	L	E
Non CS	Assistant Director of Parks and Facilities	M	E
Non CS	Assistant Finance Director	M	E
CS	Fire/EMS Lieutenant	M	NE
CS	Police Sergeant	M	NE
Non CS	Recreation Superintendent	M	E
Non CS	Senior Engineer - PE	M	E
Non CS	Assistant Director of Economic Development	N	E
Non CS	Building Official	N	E
Non CS	Community Development Manager/Chief Planner	N	E
CS	Fire Captain	N	NE
CS	Fire Marshal	N	E

**Agenda Item #7.7.**

Status	Classification	Range	E/NE
Non CS	Assistant Director of Public Works	O	E
CS	Assistant Fire Chief	O	E
Non CS	Assistant Library Director	O	E
Non CS	Director of Risk Management and Support Services	O	E
CS	Police Captain	O	E
Non CS	Economic Development Director	P	E
Non CS	Assistant Director of Engineering	Q	E
Non CS	Director of Technology	Q	E
Non CS	Library Director	R	E
Non CS	Assistant City Manager/Economic Development Director	S	E
Non CS	Community Development Director	S	E
Non CS	Director of Human Resources	S	E
Non CS	Director of Parks and Recreation	S	E
Non CS	Chief of Police	T	E
Non CS	Director of Engineering and Public Works	T	E
Non CS	Finance Director	T	E
Non CS	Fire Chief/Emergency Preparedness Director	T	E
Non CS	City Manager	Y	E

CS - Civil Service Position                      E - Exempt (Salary)  
 Non CS - Not a Civil Service Position        NE - Non Exempt (Hourly)

**TABLE A**  
**FY2020-21 ANNUAL SALARY RANGE**  
**NON-UNION MANAGEMENT AND GENERAL EMPLOYEE SCHEDULE**  
**July 2020 to June 2021**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16
A	30,004	30,863	31,721	32,580	33,438	34,297	34,715	35,155	35,573	36,014	36,432	36,872	37,290	37,731	38,149	38,589
B	32,624	33,570	34,495	35,420	36,366	37,290	37,753	38,215	38,699	39,162	39,624	40,086	40,548	41,010	41,495	41,957
C	35,244	36,256	37,267	38,281	39,272	40,284	40,790	41,297	41,803	42,309	42,793	43,300	43,806	44,313	44,818	45,325
D	37,863	38,941	40,042	41,121	42,199	43,278	43,829	44,357	44,907	45,435	45,985	46,514	47,064	47,615	48,143	48,693
E	40,482	41,649	42,793	43,960	45,105	46,272	46,844	47,439	48,010	48,583	49,156	49,750	50,322	50,894	51,467	52,061
F	43,101	44,334	45,567	46,800	48,033	49,266	49,882	50,498	51,115	51,731	52,348	52,964	53,580	54,197	54,812	55,429
G	47,021	48,363	49,706	51,049	52,391	53,734	54,417	55,077	55,759	56,419	57,102	57,762	58,445	59,106	59,787	60,449
H	52,259	53,756	55,253	56,728	58,225	59,721	60,470	61,219	61,967	62,716	63,463	64,191	64,938	65,687	66,436	67,184
I	57,499	59,150	60,778	62,429	64,059	65,709	66,524	67,360	68,175	68,989	69,826	70,640	71,455	72,292	73,105	73,920
J	62,737	64,520	66,326	68,109	69,913	71,697	72,600	73,480	74,382	75,285	76,187	77,068	77,971	78,873	79,754	80,656
K	67,954	69,892	71,829	73,788	75,726	77,662	78,631	79,599	80,569	81,537	82,528	83,496	84,464	85,433	86,402	87,370
L	73,194	75,285	77,377	79,468	81,558	83,650	84,706	85,741	86,798	87,832	88,889	89,924	90,980	92,015	93,072	94,106
M	78,432	80,678	82,923	85,147	87,392	89,638	90,761	91,883	93,006	94,129	95,251	96,351	97,474	98,597	99,719	100,842
N	83,672	86,072	88,449	90,848	93,225	95,625	96,814	98,025	99,214	100,402	101,613	102,801	103,990	105,178	106,390	107,578
O	88,889	91,442	93,974	96,506	99,059	101,591	102,867	104,123	105,399	106,676	107,931	109,207	110,484	111,761	113,016	114,292
P	94,129	96,814	99,499	102,207	104,893	107,578	108,921	110,264	111,607	112,950	114,292	115,657	117,000	118,343	119,686	121,028
Q	99,367	102,207	105,047	107,886	110,726	113,566	114,975	116,405	117,814	119,245	120,654	122,085	123,494	124,925	126,334	127,764
R	104,607	107,600	110,594	113,566	116,560	119,553	121,051	122,547	124,044	125,542	127,015	128,513	130,010	131,506	133,004	134,500

**Agenda Item #7.7.**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16
S	111,144	114,315	117,484	120,676	123,846	127,015	128,601	130,186	131,771	133,378	134,963	136,548	138,132	139,717	141,303	142,888
T	119,003	122,393	125,805	129,195	132,607	135,997	137,692	139,388	141,105	142,799	144,495	146,189	147,906	149,601	151,297	152,991
U	126,839	130,472	134,082	137,714	141,324	144,957	146,762	148,589	150,394	152,199	154,026	155,831	157,636	159,464	161,268	163,074
V	134,698	138,550	142,403	146,233	150,085	153,938	155,853	157,790	159,706	161,643	163,558	165,473	167,410	169,325	171,262	173,178
W	142,557	146,630	150,702	154,775	158,847	162,919	164,967	166,992	169,039	171,064	173,111	175,137	177,184	179,209	181,256	183,281
X	150,394	154,686	158,979	163,293	167,586	171,879	174,036	176,171	178,329	180,464	182,621	184,779	186,914	189,071	191,206	193,364
Y	158,252	162,766	167,300	171,812	176,347	180,860	183,128	185,373	187,640	189,907	192,175	194,421	196,688	198,955	201,200	203,467

**FY 2020-21 HOURLY RATE RANGE NON-UNION BENEFIT ELIGIBLE  
PART-TIME SCHEDULE JULY 2020 TO JUNE 2021**

<u>Classification</u>	<u>Range</u>
Office Assistant	C
Library Assistant	D
Pool Manager	E
Administrative Technician	E
Accounts Receivable Clerk	F
Pool Facility Manager	F
Human Resources Analyst	K

**TABLE B  
FY2020-21 HOURLY RATE RANGE  
NON-UNION BENEFIT ELIGIBLE PART-TIME EMPLOYEES SCHEDULE  
July 2020 to June 2021**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16
A	14.42	14.84	15.25	15.67	16.08	16.49	16.69	16.9	17.10	17.31	17.52	17.73	17.93	18.14	18.34	18.55
B	15.69	16.14	16.58	17.03	17.48	17.93	18.15	18.38	18.60	18.83	19.06	19.27	19.50	19.71	19.95	20.17
C	16.94	17.43	17.92	18.41	18.88	19.36	19.61	19.86	20.10	20.34	20.57	20.82	21.06	21.3	21.55	21.79
D	18.20	18.73	19.25	19.77	20.29	20.81	21.07	21.32	21.59	21.85	22.10	22.36	22.63	22.89	23.14	23.41
E	19.47	20.02	20.57	21.14	21.68	22.25	22.53	22.80	23.08	23.36	23.63	23.92	24.19	24.47	24.74	25.03
F	20.72	21.31	21.91	22.50	23.09	23.69	23.98	24.28	24.58	24.87	25.16	25.46	25.76	26.06	26.35	26.65
G	22.61	23.25	23.90	24.54	25.18	25.83	26.16	26.48	26.81	27.12	27.45	27.77	28.10	28.42	28.75	29.07
H	25.12	25.84	26.56	27.27	28.00	28.72	29.08	29.43	29.79	30.15	30.51	30.86	31.22	31.58	31.94	32.30
I	27.65	28.44	29.22	30.01	30.8	31.59	31.98	32.38	32.77	33.17	33.57	33.96	34.35	34.75	35.14	35.54
J	30.16	31.02	31.89	32.74	33.61	34.47	34.91	35.33	35.76	36.19	36.63	37.05	37.48	37.92	38.35	38.78
K	32.67	33.60	34.54	35.47	36.41	37.34	37.80	38.26	38.74	39.20	39.68	40.14	40.61	41.08	41.54	42.00

**TABLE C  
FY2020-21 WAGE SCALE SCHEDULE  
NON BENEFIT ELIGIBLE PART-TIME AND SEASONAL EMPLOYEES  
July 2020 to June 2021**

<b>PART-TIME</b>				
<b><u>AQUATICS</u></b>				
Water Fitness Instructor (WFI)	\$ 17.52	-	\$ 25.19	/ Hour
Water Safety Instructor Trainer (WSIT)	\$ 12.99	-	\$ 14.78	/ Hour
Lifeguard Instructor Trainer (LGIT)	\$ 12.99	-	\$ 14.78	/ Hour
Lifeguard Instructor (LGI)	\$ 11.88	-	\$ 14.78	/ Hour
Assistant Pool Manager	\$ 11.25	-	\$ 14.50	/ Hour
Swim Instructor – WSI	\$ 10.25	-	\$ 13.25	/ Hour
Lifeguard	\$ 10.00	-	\$ 12.75	/ Hour
Swim Instructor – WSA	\$ 9.41	-	\$ 11.00	/ Hour
Pool Cashier	\$ 9.00	-	\$ 10.00	/ Hour
<b><u>RECREATION</u></b>				
MAC Camp Supervisor	\$ 19.72		\$ 25.73	/ Hour
Youth in the Parks Supervisor	\$ 13.00	-	\$ 16.00	/ Hour
Kids Kamp Supervisor	\$ 11.00	-	\$ 12.50	/ Hour
Kids Kamp Counselor	\$ 9.00	-	\$ 11.25	/ Hour
MAC Camp Counselor	\$ 9.00	-	\$ 11.25	/ Hour
<b><u>LIBRARY AND OFFICE</u></b>				
Library Assistant	\$ 15.80	-	\$ 23.35	/ Hour
Office Assistant	\$ 15.80	-	\$ 23.35	/ Hour
Library Page	\$ 8.75	-	\$ 10.50	/ Hour
<b>SEASONAL</b>				
<b><u>INTERNS</u></b>				
Civil Engineering Interns	\$ 12.00	-	\$ 16.00	/ Hour
Economic Development Intern	\$ 10.00	-	\$ 13.00	/ Hour
Park and Recreation Intern	\$ 10.00	-	\$ 13.00	/ Hour
<b><u>MAINTENANCE/LABOR</u></b>				
Summer Laborer - Public Works (RW/SW/TS) or Parks	\$ 12.00	-	\$ 14.00	/ Hour
Athletic Field Seasonal Maintenance	\$ 13.05	-	\$ 16.00	/ Hour

**TABLE D  
FY2020-21 WAGE SALARY SCALE  
FIRE DEPARTMENT - PART TIME  
July 2020 to June 2021**

<b>Command Staff</b>		
Assistant Chief	150.00	/ Month
Captain	100.00	/ Month
Lieutenant	50.00	/ Month
EMS Medical Director	9,000.00	/ Year
Full Member	14.97	/ Hour
Public Edu/Fire Prevention	14.97	/ Hour
<b>Certification Pay (#) in Addition to Hourly Base Wage</b>		
Fire Officer I	0.25	/ Hour
Fire Officer II	0.50	/ Hour
Fire Instructor I	0.25	/ Hour
Fire Instructor II	0.50	/ Hour
EMS Instructor	0.25	/ Hour
Inspector	0.25	/ Hour
Engineer	0.25	/ Hour
Lieutenant	2.00	/ Hour
Captain	3.25	/ Hour
Assistant Chief	4.50	/ Hour
EMT - I	1.50	/ Hour
EMT - P	2.00	/ Hour
EMT - PS/RN	3.50	/ Hour

*# Hourly pay at one and one-half rate for General Toned calls*

*Certification Pay is not compiled for I and II level certifications; either, or*