



# CITY OF DEL REY OAKS

## Staff Report

**DATE:** May 23, 2023

**TO:** Honorable Mayor and Members of the Finance Committee

**FROM:** John Guertin, City Manager

**SUBJECT:** Revised Salary Schedule for Police Chief Salary

**CEQA:** This action does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) guidelines section 15378 as it is an administrative activity of the City that will not result in direct or indirect physical changes in the environment.

### Consideration

Consider approval of the Revised salary schedule.

### Background

The salary schedule is approved annually as part of the budget approvals. On April 25, 2023, Council approved a new contract for the Police Chief.

California Code of Regulations section 570.5 requires that reportable compensation for CalPERS retirement purposes be limited to the amount listed on a Publicly Available Pay Schedule that is approved by the governing body at a public meeting.

### Summary & Discussion

The revised salary schedule includes the Police Chief's recently approved salary. That is the only change to the previously approved salary schedule. The attached salary schedule meets all the requirements of section 570.5.

### Fiscal Impacts

None. The Chief's is accommodated within the existing budget.

### Recommendation

Staff recommends approving the Revised Salary Schedule.

### ATTACHMENTS:

- FY 2022-23 Salary Schedule revised 05/23/23
- CalPERS Circular Letter 200-056-11

Respectfully Submitted,

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John Guertin  
City Manager

CITY OF DEL REY OAKS  
SALARY SCHEDULE FOR FISCAL YEAR 2022-2023  
Revised 05/23/23

Title	Step 1	Step 2	Step 3	Step 4	Step 5	Contract
<b>City Manager</b>	Per Contract					
Monthly						16,041.67
Bi-weekly						7,403.85
Hourly Rate						92.55
Annual						192,500.00
<b>Chief of Police</b>	Per Contract					
Monthly						12,500.00
Bi-weekly						5,769.23
Hourly Rate						72.12
Annual						150,000.00
<b>Deputy City Clerk &amp; Assistant to the CM</b>						
Monthly	6,642.92	6,999.25	7,349.25	7,716.75	8,102.58	
Bi-weekly	3,065.96	3,230.42	3,391.96	3,561.58	3,739.65	
Hourly Rate	38.32	40.38	42.40	44.52	46.75	
Annual	79,715.00	83,991.00	88,191.00	92,601.00	97,231.00	
<b>Administrative Assistant</b>						
Monthly	4,333.33	4,550.00	4,777.07	5,016.27	5,267.60	
Bi-weekly	2,000.00	2,100.00	2,204.80	2,315.20	2,431.20	
Hourly Rate	25.00	26.25	27.56	28.94	30.39	
Annual	52,000.00	54,600.00	57,325.00	60,195.00	63,211.00	
<b>Police Commander</b>						
Monthly	7,031.08	7,401.17	7,790.75	8,200.83	8,610.92	
Bi-weekly	3,569.60	3,757.60	3,955.20	4,163.20	4,372.00	
Hourly Rate	44.62	46.97	49.44	52.04	54.65	
Annual	92,810.00	97,698.00	102,835.00	108,243.00	113,672.00	
<b>Police Sergeant</b>						
Monthly	6,205.42	6,532.08	6,858.75	7,201.75	7,743.25	
Bi-weekly	3,150.40	3,316.00	3,482.40	3,656.00	3,931.20	
Hourly Rate	39.38	41.45	43.53	45.70	49.14	
Annual	81,910.00	86,216.00	90,542.00	95,056.00	102,211.00	
<b>Police Officer</b>						
Monthly	5,351.75	5,633.50	5,914.00	6,209.75	6,520.25	
Bi-weekly	2,716.80	2,860.00	3,002.40	3,152.80	3,310.40	
Hourly Rate	33.96	35.75	37.53	39.41	41.38	
Annual	70,637.00	74,360.00	78,062.00	81,973.00	86,070.00	
<b>Public Works Supervisor</b>						
Monthly	5,130.00	5,400.00	5,685.00	5,985.00	6,317.91	
Bi-weekly	2,486.40	2,616.80	2,755.20	2,900.80	3,061.60	
Hourly Rate	31.08	32.71	34.44	36.26	38.27	
Annual	64,646.00	68,037.00	71,635.00	75,421.00	79,602.00	
<b>Temporary/Part Time EE</b>						
Hourly Rate	At the discretion of the City Manager				50.00	

1. City Council Members shall be paid the sum of \$100.00 per month for attendance at all regular and special council meetings unless previously granted a leave of absence with pay, or unless excused by the Mayor.
2. The Mayor is paid an additional \$125 per month for promoting and advertising the City.
3. All employees of the City pay the full employee paid percent contribution to each employee's PERS account.
4. The Police Chief and the City manager's salaries are per individual contract.
5. Police Reserve officers are paid at a rate of \$30.00 per hour worked.

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California Public Employees' Retirement System  
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[www.calpers.ca.gov](http://www.calpers.ca.gov)

Reference No.:  
Circular Letter No.: 200-056-11  
Distribution: IV, V, VI, X, XII, XVI  
Special:

## Circular Letter

August 19, 2011

TO: **ALL CALPERS EMPLOYERS**

SUBJECT: **ADOPTION OF CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5 AND AMENDED CCR 571, SUBDIVISION (b)**

The purpose of this Circular Letter is to inform you of the newly enacted California Code of Regulations, (CCR) Title 2, Section 570.5 and amendments to CCR Section 571, subdivision (b). On April 13, 2011 the CalPERS Board of Administration adopted the proposed regulation and regulatory amendments to clarify existing law and make specific the requirements for publicly available pay schedule as that phrase is used in the definition of "payrate," and written labor policy or agreements as used in the definition of special compensation. The regulations became effective August 10, 2011.

The addition of Section 570.5 and amendments to Section 571, subdivision (b) will ensure consistency between CalPERS employers and enhance the disclosure and transparency of public employee compensation by requiring that the payrate or item of special compensation be listed on a pay schedule or in a document meeting criteria set forth in the regulations.

### **CCR 570.5 – Requirement for a Publicly Available Pay Schedule**

This regulation requires that each pay schedule include:

- position title for every employee position
- payrate for each position
- time base for each payrate

This regulation also contains criteria for ensuring the pay schedule is publicly available and does not permit a reference to another document in lieu of disclosing the payrate. Further, the regulation clarifies that "compensation earnable" will be limited to the amount listed on a pay schedule that meets all of the established criteria, and identifies how payrate may be determined where employers fail to meet the requirements.

This regulation applies to all employers reporting compensation to CalPERS.

**CCR Section 571. Subdivision (b) Amendment – Special Compensation**

This amendment clarifies existing law by ensuring greater transparency and disclosure of special compensation items in written labor policies or agreements. The labor policy or agreement must include:

- the conditions for payment of the item of special compensation
- eligibility requirements and amount for each special compensation item

The written labor policy or agreement cannot reference another document in lieu of disclosing the details of the special compensation. In addition, the written labor policy or agreement must be duly approved, posted or immediately accessible and available for public review, retained for not less than five years, and include an effective date.

CCR Section 571, subdivision (b) applies to all schools and public agencies reporting compensation to CalPERS.

**Conclusion**

These regulations benefit the public, employers, members, and CalPERS staff by clarifying existing law, ensuring consistency in the reporting of compensation and enhancing disclosure and transparency of public employee compensation.

We have attached CCR sections 570.5 and 571 for your convenience.

If you have any questions, please call the CalPERS Customer Contact Center at **888 CalPERS** (or 888-225-7377).

DARRYL WATSON, Chief  
Customer Account Services Division

Enclosure  
[California Code of Regulations 570.5 and 571](#) (PDF, 12 KB)