



AGENDA REPORT SUMMARY

Meeting Date: February 14, 2023

Subject Resolution 2023-XX Approve the Updated Fiscal Year 2022/23 Pay Schedule to Comply with California Public Employees' Retirement System (CalPERS) Statutory and Regulatory Requirements for Compensation Earnable and Publicly Available Pay Schedules

Prepared by: Irene Barragan Silipin, Human Resources Director

Reviewed by: Gabriel Engeland, City Manager

Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. Resolution 2023-XX
2. Updated Fiscal Year 2022/23 Pay Schedule

Initiated by:

City Manager

Previous Council Consideration:

City Council Meeting on June 14, 2022 (Initial Fiscal Year 22/23 Pay Schedule)

City Council Meeting on July 12, 2022 (Adopted Teamster Memorandum of Understanding)

City Council Meeting on October 11, 2022 (Miscellaneous FY 22/23 Pay Schedule Updates)

City Council Meeting on October 11, 2022 (Amendment City Manager Employment Agreement)

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Does the Council wish to adopt Resolution 2023-XX that includes the updated fiscal year 2022/23 publicly available pay schedule?

City Manager

GE

Reviewed By:

City Attorney

JH

Finance Director

JD



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Summary:

- There have been recent adjustments to pay rates due to the Los Altos Minimum Wage Increase in calendar year 2023, a new contract with the City Manager approved by Council in October 2022, and open pay ranges implemented for unrepresented management positions to attract and retain a highly skilled workforce in a competitive labor market.
- While the City of Los Altos has a publicly available pay schedule on its external website and incorporates all City Council approved Memorandum of Understandings (MOU) and non-represented pay increases to date, a comprehensive pay schedule needs to be approved by Council to confirm pay rates.
- Thus, to comply with both California Government Code (GC) 20636(d) and California Code of Regulations (CCR) 570.5, staff requests approval and confirmation of the updated comprehensive pay schedule.

Staff Recommendation:

Move to approve Resolution 2023-XX and the Updated Fiscal Year 2022/23 Pay Schedule.



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Purpose

Approve the updated Fiscal Year 2022/23 pay schedule that incorporates all City Council approved pay rate changes to date.

Background

The California Public Employees' Retirement System (CalPERS) reinforces the requirement under California Government Code (GC) section 20636(d) that "Notwithstanding any other provision of law, payrate and special compensation schedules, ordinances, or similar documents shall be public records available for public scrutiny". Additionally, the California Code of Regulations (CCR) 570.5 specifies the required elements necessary to meet the definitions of a publicly available pay schedule. An overview of these requirements is as follows:

1. Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws;
2. Identifies the position title for every employee position;
3. Shows the payrate range for each identified classification,
4. Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
5. Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
6. Indicates an effective date and date of any revisions;
7. Is retained by the employer and available for public inspection for not less than five years; and
8. Does not reference another document in lieu of disclosing the payrate.

Discussion/Analysis

While the City of Los Altos has a publicly available salary schedule on its external website and incorporates all City Council approved Memorandum of Understanding (MOU) salary increases to date, a comprehensive salary schedule needs to be approved by Council when updates are made to the salary schedule. The updates to the salary schedule are as follows:

1. Per Resolution 2016-424 adopted by Council on October 18, 2016, the minimum wage in Los Altos increased from \$16.40 to \$17.40 per hour in calendar year 2023; and
2. Per Amendment #1 to the City Manager's annual base salary increased from \$245,095 to \$257,595; and



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3. Open pay ranges implemented for unrepresented management classifications to attract and retain a highly skilled workforce in a competitive labor market.

Recommendation:

Move to approve Resolution 2023-XX and the Updated Fiscal Year 2022/23 Pay Schedule.