



AGENDA REPORT SUMMARY

Meeting Date: August 22, 2023

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

Prepared by: Irene Barragan, Human Resources Director

Reviewed by: Gabriel Engeland, City Manager

Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. City of Los Altos Resolution No. 2023-XX
2. Revised FY 23-24 Pay Rate Schedule

Initiated by:

City Staff

Previous Council Consideration:

June 13, 2023

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 Revised Fiscal Year 2023/24 publicly available Pay Rate Schedule?

Summary:

- While the City of Los Altos has a publicly available pay rate schedule on its external website and incorporates all City Council approved Memorandum of Understanding (MOU) and non-represented pay rate increases to date, a comprehensive pay rate schedule needs to be approved by Council to confirm pay rates.

Reviewed By:

City Manager

GE

City Attorney

JH

Finance Director

JD



Subject: Title

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- 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 rate schedule.

Staff Recommendation:

Adopt City of Los Altos Resolution No. 2023-XX approving the Revised FY23-24 Pay Rate Schedule.



Subject: Title

Purpose

Approve the updated Fiscal Year 2023/24 pay rate schedule that incorporates all City Council approved Memorandum of Understanding (MOU) and non-represented pay rate increases 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 this salary schedule cover Finance Director, City Engineer and part-time classification ranges.

Recommendation

The staff recommends Council adopt City of Los Altos Resolution No. 2023-XX approving the Revised FY23-24 Pay Rate Schedule.