



## AGENDA REPORT SUMMARY

**Meeting Date:** October 11, 2022

**Subject** Resolution 2022-XX 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 Silipin, Human Resources Director

**Reviewed by:** Gabriel Engeland, City Manager

**Approved by:** Gabriel Engeland, City Manager

**Attachment(s):**

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

**Initiated by:**

City Manager

**Previous Council Consideration:**

**Fiscal Impact:**

None

**Environmental Review:**

Not applicable

**Policy Question(s) for Council Consideration:**

- Does the Council wish to adopt Resolution 2012-XX that includes the Fiscal Year 2022/23 publicly available salary schedule?

**Summary:**

- 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) and non-represented salary increases to date, a comprehensive salary schedule needs to be approved by Council to confirm pay rates

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City Manager

GE

**Reviewed By:**

City Attorney

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Finance Director

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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 salary schedule.

**Staff Recommendation:**

Move to approve Resolution 2012-XX and the Fiscal Year 2022/23 salary schedule.



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### **Purpose**

Approve the updated Fiscal Year 2022/23 salary schedule that incorporates all City Council approved Memorandum of Understanding (MOU) and non-represented salary 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 the salary schedule are as follows:

1. Classification pay range adjustment to the Los Altos Peace Officer's Association by 1.9%. Holiday In Lieu eligible employees (Police Sergeant, Police Agent, Police Officer, Police Officer Trainee, Communications Officer, and Lead Communications Officer) defined under POA Section 15.2 pay rates increased by 1.9%; and



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2. Classification pay range adjustment for the Sanitary Truck Drivers and Helpers Union Local 350 by 5.0%. The Wastewater Maintenance Worker classification series pay range adjusted by 5.0%; and
  3. Classification pay adjustment to the Code Enforcement pay range and move to LAMEA; and
  4. Classification pay adjustment to the Assistant City Manager pay range; and
  5. Add new unrepresented classification; Capital Improvements Project Manager.

### **Options**

- 1) Adopt Resolution 2019-XX and Fiscal Year 2022/23 pay schedule.

**Advantages:** To comply with both GC 20636(d) and CCR 570.5, staff requests approval and confirmation of a comprehensive salary schedule and incorporate already negotiated pay rates for fiscal year 2022/23.

**Disadvantages:** None

- 2) Do not approve the Fiscal Year 2022/23 salary schedule.

**Advantages:** None

**Disadvantages:** The city will not be in compliance with CalPERS requirements.

### **Recommendation**

The staff recommends Option 1.