



## AGENDA REPORT SUMMARY

**Meeting Date:** February 27, 2024

**Subject** Adopt Resolution 2024-XX Approving the Updated Fiscal Year 2023/24 Pay Schedule to Comply with California Public Employees' Retirement System (CalPERS) Statutory and Regulatory Requirements for Compensation Earnable and Publicly Available Salary Schedules

**Prepared by:** Scott Gerdes, Human Resources Manager

**Reviewed by:** Irene Barragan, Human Resources Director

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

**Attachment(s):**

1. City of Los Altos Resolution No. 2024-XX
2. Revised FY 23-24 Pay Schedule

**Initiated by:**

City Staff

**Previous Council Consideration:**

City Council Meeting on June 13, 2023 (Initial Fiscal Year 23/24 Pay Schedule)

City Council Meeting on August 22, 2023 (Misc. Classification Updates)

**Fiscal Impact:**

None

**Environmental Review:**

This action does not qualify as a "Project" as defined in California Government Code Section 15378(b) of the Guidelines for California Environmental Quality Act (CEQA).

**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 Schedule?

**Summary:**

- There have been recent adjustments to pay rates due to the Los Altos minimum wage increase in January 2024, an amended contract with the City Manager approved by

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**Reviewed By:**

City Manager

City Attorney

Finance Director

GE

JH

JD

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**Subject:** Title

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Council in November 2023, updates to the Human Resources Director classification to stay competitive with market peers, and a new classification of Human Resources Analyst II to have a complete Human Resources job series.

- 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 changes 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:**

Adopt City of Los Altos Resolution No. 2024-XX approving the Revised FY23-24 Pay Schedule.



**Subject:** Title

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### **Purpose**

Approve the updated Fiscal Year 2023/24 pay schedule that incorporates all City Council approved Memorandum of Understanding (MOU) and non-represented 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) pay changes to date, a comprehensive pay schedule needs to be approved by Council when updates are made to the pay schedule.

The updates to this pay schedule cover the classifications of City Manager, Human Resources Director, Human Resources Analyst II, and minimum wage increases for impacted part-time classifications.

### **Recommendation**

Staff recommends Council adopt City of Los Altos Resolution No. 2024-XX approving the Revised FY23-24 Pay Schedule.