

**CITY OF ALBANY  
CITY COUNCIL AGENDA  
STAFF REPORT**

Agenda Date: October 18, 2021

Reviewed by: NA

**SUBJECT:** Updated Salary Schedule for City of Albany Employees

**REPORT BY:** Heather Rowden, Finance Director  
Nicole Almaguer, City Manager

---

**SUMMARY**

An updated Salary Schedule has been prepared that incorporates negotiated salary adjustments for Albany Peace Officer Association (APOA) employee classifications, in accordance with the ratified Memorandum of Understanding (MOU). In addition, the proposed resolution provides for a market adjustment of 3% for the unrepresented employees and incorporates updates to Human Resources positions including Human Resources Manager and Finance & Administrative Services Director.

**STAFF RECOMMENDATION**

That the Council adopt Resolution No. 2021-101, approving an updated Salary Schedule for City employees.

**BACKGROUND/DISCUSSION**

In accordance with the ratified APOA MOU, effective November 1, 2019 – October 31, 2024, the attached updated Salary Schedule reflects a three percent (3%) base salary increase for all classifications within the bargaining unit, effective November 1, 2021 (the first full pay period following November 1, 2021).

Although these salary adjustments were approved through the ratification of the MOU, a separate action approving the salary schedule is required by the California Public Employees' Retirement System (CalPERS) which mandates the City adopt a publicly available pay schedule each time salaries are adjusted (California Code of Regulations §570.5).

In addition, due to recent vacancies within Human Resources, the position of Human Resources Manager that was used in years prior is proposed again for the salary schedule to further organizational capacity. Per Chapter 2 of the Albany Municipal Code, the position of Finance & Administrative Services Director has also been incorporated into the salary schedule.

Resolution No. 2021-101 also incorporates a 3% market adjustment for the unrepresented and hourly group of City employees, consisting of approximately 50 employees (varies by season

due to part time Recreation positions). The previous equity adjustment for this unrepresented group was approved via Resolution No. 2020-16 on February 3, 2020.

Recreation Aide, Assistant, and Leader positions were not updated as an overall recreation adjustment proposal will be brought to Council in December in association with the State minimum wage increase.

### **SUSTAINABILITY CONSIDERATIONS**

None.

### **SOCIAL EQUITY AND INCLUSIVITY CONSIDERATIONS**

The recommended action encourages fairness and equity and will not result in limitations or exclusions to our community or any certain group of people.

### **CITY COUNCIL STRATEGIC PLAN INITIATIVES**

Not applicable.

### **FINANCIAL CONSIDERATIONS**

Funding for the previously approved salary adjustments, APOA MOU adjustments, were accounted for in the FY 2021-22 Biennial Operating Budget. Therefore, no additional appropriation of funds is needed.

The proposed 3% salary adjustment for unrepresented employees may require a budget adjustment, not to exceed \$80,000. Any budget adjustment required would be presented as part of the midyear budget update in early 2022. An adjustment may not be required if there is sufficient savings from other budget lines which will be made evident further into the fiscal year.

### **Attachments:**

1. Resolution No. 2021-101
2. Exhibit A to Resolution – Updated Salary Schedule