



Staff Report

TO: Board of Harbor Commissioners

FROM: Julie van Hoff, Director of Administrative Services

THRU: James B. Pruet, General Manager

DATE: January 15, 2025

SUBJECT: Publicly Available Salary Schedule & Special Compensation

Recommendation/Motion:

Approve amended salary schedule to increase General Manager's salary by the 2.4% cost of living increase in compliance with the employment contract. Approve a one-time payment of \$3,000.

Policy Implications:

On August 10, 2011, California Code of Regulations Title 2, Section 570.5 was adopted and Section 571 subsection (b) was amended by the CalPERS Board of Administration. These sections require pay schedules and special compensation be publicly available and duly approved and adopted by the Board.

Fiscal Implications/Budget Status:

The 2024/25 Budget contains a projected increase in Salaries/Wages and Benefits. It is estimated that the projected increase will not sufficient and the District is currently tracking above the estimated budget. A recommendation to increase appropriations for Salaries/Wages and Benefits will be presented at the February Board meeting. Assuming approval of the increase there will be sufficient appropriations available.

Background/Discussion:

All agencies that are members of CalPERS are required to ensure that pay schedules and special compensation included in retirement wage calculations (i.e. shift differential) are publicly available as prescribed by the California Code of Regulations, Title 2, §570.5 and §571 subsection (b). "Publicly available" is defined as 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.

Attachment 1 contains the District's pay schedule approved by this Board on July 17, 2024 and revised to include an increase of 2.4% for the General Manager's salary to be effective January 1, 2025 .

The adopted salary schedule will be posted at <https://www.smharbor.com/district-transparency>.

The one-time payment of \$3,000 will be paid with the January 31 payroll check.

Summary/Recommendation:

Staff recommends approval and adoption of the attached pay schedule in accordance with California Code of Regulations, Title 2, §§570.5 and 571 subsection (b) and approval for a one-time payment of \$3,000 to the General Manager.

Attachment:

- 1) [Amended Wage and Salary Schedule Fiscal Year 2024/25.](#)