

# M E M O

## *Alameda Corridor Transportation Authority*

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To: Governing Board  
Meeting Date: June 1, 2023  
From: Kevin L. Scott, Chief Financial Officer   
Subject: APPROVE and Adopt the ACTA Officer and Employee Publicly Available Pay Schedule for Fiscal Year 2024

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### **Recommendation:**

Staff requests that the Governing Board approve and adopt the Publicly Available Pay Schedule for ACTA's Officers and Employees effective July 1, 2023. The Pay Schedule sets the range of salaries allowed for each ACTA position.

### **Background:**

The California Public Employee Retirement System (CalPERS) requires its member agencies to have each agency's governing body approve its employee Pay Schedule and thereafter make it publicly available. This item is brought before the Governing Board for approval to update the past Governing Board-approved Pay Schedule and to comply with CalPERS requirements.

Note that separately from approving the Pay Schedule, the ACTA Governing Board approves the salary budget line item during each annual budget approval process.

### **Discussion:**

#### ACTA ORGANIZATION

ACTA's Organization Chart is shown in Transmittal 1.

ACTA's management will be hiring a Chief Operating Officer (COO) to support the CEO in providing leadership and expertise in railroad maintenance and operations with the ability to provide management of maintenance-of-way activities, engineering contractor activities, safety programs and dispatching performance.

ACTA's management also will be hiring a Production Analyst to support the data analysis related to our revenue assessment and verification system, operations assessments, as well as production of data presentation graphics, reports and Board meeting packages. This position will also assist with contract documents.

#### PAY SCHEDULE

ACTA management proposes a salary budget and Pay Schedule for 13 positions including three officers and ten employees. The salary ranges for each position have historically been established by comparing the salaries for ACTA's position descriptions with relatively equivalent City of Los Angeles employee positions. The proposed ACTA Pay Schedule lines are not tied directly to the City of Los Angeles ranges because the City salaries take into

consideration certain contractually negotiated terms and conditions that do not carry over to employment at ACTA. Therefore, the proposed salary ranges for each position also consider consumer price index changes, merit raises and the Board's approved budget for the upcoming fiscal year. The proposed ACTA Pay Schedule applies a 7.5% increase to the Maximum limit for each position. Transmittal 2 shows ACTA's proposed Pay Schedule for ACTA Governing Board approval.

**Budget Impact:**

The approval of ACTA's Pay Schedule will not directly impact ACTA's budget.

**Co-General Counsel Review:**

ACTA's Co-General Counsel has reviewed this board report and there are no legal issues at this time.

**Transmittals:**

Transmittal 1 – ACTA Organization Chart

Transmittal 2 – ACTA Pay Schedule Effective FY24