


M E M O

Alameda Corridor Transportation Authority

To: Governing Board

Meeting Date: May 15, 2025

From: Kevin L. Scott, Chief Financial Officer
Michael C. Leue, Chief Executive Officer 

Subject: APPROVE and ADOPT the ACTA Officer and Employee Publicly Available Pay Schedule for Fiscal Year 2025/2026

Recommendation:

Staff requests that the Governing Board approve and adopt the Publicly Available Pay Schedule for ACTA's Officers and Employees effective July 1, 2025. The proposed Publicly Available Pay Schedule, presented in ***Transmittal 1***, sets the range of salaries allowed for each ACTA position including a 3.0 percent increase to the Minimum and the Maximum limit for each position compared to the Fiscal Year 2024/2025 Pay Schedule, plus a recalibration of officer's salary ranges to better align with other agencies, as well as the definition for a new position "Business Systems Analyst."

Background:

The California Public Employee Retirement System (CalPERS) requires its member agencies to have each agency's governing body approve its then-current employee Pay Schedule and thereafter make it publicly available. This item is brought before the ACTA 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 considers and approves the salary budget during each annual Operating Budget approval, which provides direction on Cost-of-Living and Merit Increase allowances to use in assessing actual salaries of each ACTA employee.


Discussion:

ACTA ORGANIZATION

ACTA's Organization Chart is shown in ***Transmittal 2***. In January 2025, management reorganized in response to retirement of the position of Systems & Contracts Manager and hiring of a new position Business Systems Analyst. The Systems & Contracts Manager will be retained on the Pay Schedule for possible future use, but for now all the responsibilities of that position have been reassigned to other positions, including the Business Systems Analyst.

PAY SCHEDULE

ACTA management proposes a Pay Schedule with salary ranges for 12 positions including three officers and nine staff 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 comparable City of Los Angeles employee positions and their pay scales are provided in **Transmittal 3**. The proposed ACTA salary ranges 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 ACTA position also consider changes from the previous ACTA Pay Schedule based on the consumer price index and changes in roles and responsibilities.

The ACTA Governing Board also asked staff to research other public agencies for a wider sampling of pay schedules. **Transmittal 4** presents a comparison of the salary ranges for relatively equivalent positions from several other agencies. Equivalent positions are not always available and comparisons between agencies must consider the specific requirements and level of responsibilities that agencies place on each position.

Transmittal 5 indicates variances in each position comparing ACTA to City of Los Angeles in the first table and comparing ACTA to other agencies in the second table. Only the maximum end of each salary range is compared. ACTA's maximums are within 10 percent of each comparable City of Los Angeles position, and ACTA is 1.7 percent lower considering all positions. For the comparison with other agencies (excluding City of Los Angeles), ACTA is within 10 percent of each comparable position, and ACTA is 0.9 percent higher considering the total of all positions.

Budget Impact:

The approval of ACTA's Pay Schedule will not directly impact ACTA's budget. ACTA's total salary line-item is approved by the Governing Board separately through the annual Operating 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 Publicly Available Pay Schedule Effective July 1, 2025, for FY25-26

Transmittal 2 – ACTA Organization Chart

Transmittal 3 – City of Los Angeles Equivalent Job Positions Pay Schedule

Transmittal 4 – Other Agencies Equivalent Job Positions Pay Schedules

Transmittal 5 – Statistical Comparison of ACTA with City of Los Angeles and Other Agencies