



CONSENT ITEM STAFF REPORT

ITEM 7.C. ADOPTION OF RESOLUTION 25-**XXX**. DISCUSS, REVIEW, AND ADOPT A RESOLUTION ESTABLISHING A PUBLICLY AVAILABLE PAY SCHEDULE.

RECOMMENDATION:

That the San Simeon Community Services District ("District") Board of Directors ("Board"), by motion, adopt a Resolution establishing a publicly available pay schedule.

DISCUSSION:

The Public Employees' Retirement Law, Public Employees' Pension Reform Act of 2013, and Title 2 of the California Code of Regulations require a CalPERS contracted agency to have a Publicly Available Pay Schedule ("Pay Schedule"). The Pay Schedule must meet the following requirements:

- 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 for each identified position, which may be stated as a single amount or as multiple amounts within a range;
- 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.¹

The District has three employee positions: General Manager, Assistant to the General Manager, and Bookkeeper. The General Manager position is currently vacant. The Assistant to the General Manager and Bookkeeper are paid pursuant to pay rates

¹ 2 CCR § 570.5.

established by their respective employment agreements with the District.

The proposed Resolution establishes a Pay Schedule for the General Manager, Assistant to the General Manager, and Bookkeeper positions. The General Manager, Assistant to the General Manager, and Bookkeeper positions are all part-time, and the Pay Schedule lists the hourly payrate for each position.

The proposed Resolution also directs District staff to post the Pay Schedule at the District office, make the pay schedule immediately accessible and available for public review during the District's normal business hours, or post the Pay Schedule on the District's website. Further, the proposed Resolution requires the District to retain and make the Pay Schedule available for public inspection for not less than five (5) years.

BOARD ACTION OPTIONS:

- The Board may approve the Resolution.
- The Board may approve the Resolution, subject to any changes as directed by the Board; or
- The Board may reject the Resolution in its entirety.

ATTACHMENTS

1. Resolution.

RESOLUTION NO. 25-XXX

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN SIMEON
COMMUNITY SERVICES DISTRICT ESTABLISHING A PUBLICLY AVAILABLE PAY
SCHEDULE**

WHEREAS, the Public Employees’ Retirement Law (“PERL”), the Public Employees’ Pension Reform Act of 2013 (“PEPRA”), and Title 2 of the California Code of Regulations (“CCR”) require a CalPERS contracted agency to have a Publicly Available Pay Schedule (“Pay Schedule”); and

WHEREAS, the San Simeon Community Services District (“District”) is a CalPERS contracted agency; and

WHEREAS, CalPERS requires the District, as a CalPERS contracted agency, to provide CalPERS with a publicly available pay schedule in compliance with the PERL, PEPRA, and Title 2 of the CCR; and

WHEREAS, the District has three employee positions: General Manager, Assistant to the General Manager, and Bookkeeper; and

WHEREAS, this Resolution establishes the pay rate for the General Manager position effective the date this Resolution is presented to the District Board of Directors (“Board”); and

WHEREAS, this Resolution establishes the pay rates for the Assistant to the General Manager and Bookkeeper positions effective the date their employment agreements were approved by the District Board.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Simeon Community Services District as follows:

1. The following Pay Schedule is hereby approved and adopted in accordance with the requirements of the applicable public meeting laws:

San Simeon Community Services District Pay Schedule			
Classification	Rate Type	Pay Rate	Effective Date
General Manager	Hourly	Minimum: \$95.00; Maximum: \$175.00	December 4, 2025
Assistant to the General Manager	Hourly	\$32.00	June 5, 2025
Bookkeeper	Hourly	\$36.00	June 5, 2025
Adopted by the Board as of 12/04/2025			

2. This Resolution and the Pay Schedule shall constitute a publicly available pay schedule in compliance with the Public Employees' Retirement Law, Public Employees' Pension Reform Act of 2013, and Title 2 of the California Code of Regulations.
3. District staff are directed to post the Pay Schedule at the District office, make the Pay Schedule immediately accessible and available for public review during the District's normal business hours, or post the Pay Schedule on the District's website.
4. District shall retain and make the Pay Schedule available for public inspection for not less than five (5) years.

ADOPTED by the Board of Directors of the San Simeon Community Services District on December 4, 2025, by the following roll call votes:

AYES:
NOES:
ABSENT:
ABSTAINED:

Chairperson, Board of Directors of the
San Simeon Community Services
District

ATTEST:

San Simeon Community Services District

APPROVED AS TO FORM:

District Legal Counsel, Nubia I. Goldstein