

Resolution No. 2024-XXX N.C.S.  
of the City of Petaluma, California

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PETALUMA AMENDING THE  
CLASSIFICATION AND COMPENSATION PLAN BY 1) REVISING THE PAY RANGE OF  
ASSOCIATE CIVIL ENGINEER; AND, IF APPROVED, 2) REVISING THE PAY RANGE OF  
SENIOR CIVIL ENGINEER, ASSISTANT ENGINEER II, ASSISTANT ENGINEER I, PROJECT  
MANAGER, AND SENIOR TRAFFIC ENGINEER**

**WHEREAS**, the Petaluma Municipal Code Section 3.40.020.E authorizes the City Manager as the City's Personnel Officer to prepare or cause to be prepared a plan of compensation and revisions thereof, covering all classifications in the competitive service; and

**WHEREAS**, the City wishes to keep its Classification and Compensation Plan current, and in accordance with Petaluma Municipal Code Section 3.04.020, amendments or revisions to the Classification and Compensation Plan are effective upon approval by the City Council; and

**WHEREAS**, the Public Works & Utilities Department has had several challenging recruitments for the Associate Civil Engineer position. Several multiple-year recruitments yielded few to no qualified candidates for this position. Because of this, there is a significant gap between non-licensed and licensed engineering professionals in the CIP engineering department. In our current department structure, due to our challenges with hiring, we are missing this critical journey-level staff, and the majority of our applicants and new hires are at the assistant engineer level; and

**WHEREAS**, the results from an updated market analysis show that the Associate Civil Engineer is approximately 5% below the market median, and the City must consider evaluating salary and other factors when faced with recruitment challenges; and

**WHEREAS**, the City Manager, acting as the Personnel Officer, recommends the pay range be competitive with local jurisdictions to attract top talent; and

**WHEREAS**, the pay ranges of Senior Civil Engineer, Assistant Engineer II, Assistant Engineer I, Project Manager, and Senior Traffic Engineer are aligned to Associate Civil Engineer and should be adjusted to maintain the appropriate differentials; and

**WHEREAS**, the proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) in accordance with CEQA Guidelines Section 15378(b)(4), in that, approving this action does not meet CEQA's definition of a "project," because the action does not have the potential for resulting either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment, and because this is a personnel-related action that constitutes organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Petaluma as follows:

- 1. Declares the above recitals to be true and correct and are incorporated into this resolution as findings of the City Council.
- 2. Finds that the proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) in accordance with CEQA Guidelines Section 15378(b)(4), in that, approving this action does not meet CEQA's definition of a “project,” because the action does not have the potential for resulting either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment, and because this is a personnel-related action that constitutes organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.
- 3. Approves the amendment to the Classification and Compensation Plan as written in this Resolution and revises the pay ranges of Associate Civil Engineer, Senior Civil Engineer, Assistant Engineer II, Assistant Engineer I, Project Manager, and Senior Traffic Engineer and sets them to:

Classification Title	Annual Salary Range
Associate Civil Engineer	\$113,027.20 – \$137,384.00
Senior Civil Engineer	\$124,321.60 – \$151,132.80
Assistant Engineer II	\$98,280.00 – \$119,454.40
Assistant Engineer I	\$85,467.20 – \$103,875.20
Project Manager	\$103,188.80 – \$125,424.00
Senior Traffic Engineer	\$136,760.00 – \$166,254.40

Under the power and authority conferred upon this Council by the City's Charter.

REFERENCE:

I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 18<sup>th</sup> day of March 2024 by the following vote:

Approved as to form:

AYES:

NOES:

ABSENT:

ABSTAIN:

City Attorney

ATTEST:

City Clerk

Mayor