

Resolution No. 2023-XXX N.C.S.  
of the City of Petaluma, California

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PETALUMA APPOINTING CAITLIN CORLEY TO THE POSITION OF CITY CLERK OF THE CITY OF PETALUMA AND APPROVING AND AUTHORIZING THE MAYOR TO SIGN ON BEHALF OF THE CITY THE AGREEMENT FOR AT-WILL EMPLOYMENT OF CITY CLERK, INCLUDING ANNUAL SALARY AND BENEFITS TO BE EFFECTIVE DECEMBER 11, 2023**

**WHEREAS**, City Clerk position was recently vacated in August 2023, leaving a void in an essential department for City operations; and

**WHEREAS**, the City conducted a robust recruitment for a new City Clerk; and

**WHEREAS**, the City desires to employ the services of Caitlin Corley as the next City Clerk of the City of Petaluma; and

**WHEREAS**, it is the desire of the Petaluma City Council, as the governing board of the City, to provide certain benefits and to establish conditions of employment and to set working conditions for the City Clerk; and

**WHEREAS**, Ms. Corley desires to accept employment as City Clerk of Petaluma; and

**WHEREAS**, the City Council voted unanimously to appoint Caitlin Corley as the Petaluma City Clerk, subject to reaching satisfactory terms and conditions for an employment agreement, and authorizing the City Manager to negotiate an employment agreement on behalf of the City; and

**WHEREAS**, the City and Ms. Corley have negotiated terms and conditions set forth in the Agreement for At-Will Employment of City Clerk, attached to and made a part hereof as Exhibit A; and

**WHEREAS**, the terms of the City Clerk's employment agreement will commence on December 11, 2023 and continue for a four-year period expiring on December 10, 2027, with an automatic one-year extension occurring on December 11th of each year unless the agreement is terminated earlier in accordance with its terms; 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. Caitlin Corley is hereby appointed to serve the City Council and the Petaluma community as the next Petaluma City Clerk, with all the powers and duties established for the position of City Clerk by the Petaluma City Charter, the Petaluma Municipal Code, and other applicable law.
4. The Agreement for At-Will Employment of City Clerk attached to and made a part of the resolution as Exhibit A is hereby approved.
5. The Mayor is hereby authorized and directed to execute on behalf of the City an Agreement for At-Will Employment of City Clerk with Caitlin Corley that is substantially in accordance with that attached to this resolution as Exhibit A, subject to final changes as the City Attorney may recommend consistent with applicable law.

Under the power and authority conferred upon this Council by the Charter of said City.

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**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 4<sup>th</sup> day of December 2023, by the following vote:

Approved as to  
form:

\_\_\_\_\_  
City Attorney

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**ATTEST:**

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor